SPF SIG MRT

Grant Management Reporting Tool

Prevention Management
Reporting and Training System

USER MANUAL

VERSION 1.5

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INTRODUCTION

What is the purpose of the SPF SIG MRT system?

The SPF SIG MRT system is a web-based system designed to help your organization or help you use SAMHSA's Strategic Prevention Framework (SPF). Each SPF step (Assessment, Capacity, Planning, Implementation, and Evaluation) is displayed as a link (or button) at the top of the page. Required Progress Reports will be submitted through SPF SIG MRT. You will work through each of these SPF steps to populate your quarterly Progress Report. In addition to submitting reports, you will be able to use SPF SIG MRT as a way to manage your grant.

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TIPS FOR USING THE SYSTEM EFFECTIVELY

Recommended Computer Settings

Screen Resolution

You will get the best screen layout if you set your PC monitor settings to 1024 X 768 pixels or larger. If your screen resolution is smaller (800 X 600 pixels) everything on the screen will appear larger. If you use 800 X 600 pixels, you will have to scroll more both up and down and left and right to access all the data fields.

To change your PC monitor settings, right click on the Desktop background and select Properties. Next, click on the Settings tab and move the Screen Resolution scroll bar to the right (towards 'more') to select 1024 X 768 resolution. Click the OK button at the bottom of the window to make the change effective.

Web Browser

The web browser supported by SPF SIG MRT is Microsoft Internet Explorer (IE). Mozilla Firefox, Netscape, Safari and other browsers may not be supported by SPF SIG MRT. They may function but not to design specifications. We recommended users have the latest version of IE installed on their computer along with the updates provided by Microsoft (which are released periodically).

Pop-Up Blocker

Modern computer security technology and usability features development have lead to pop-up blocking. Although this new feature of internet browsers, toolbars, and other 3rd party managing software blocks hazardous and annoying pop-up, sites likes SPF SIG MRT require pop-ups to be able to function. If your pop-up blocker is enabled, there is a possibility that SPF SIG MRT may not function or appear properly. You should either disable the pop-up blocker while using SPF SIG MRT (while remembering to enable it, if desired, when not in SPF SIG MRT) or create exceptions for the pop-up blocker. This is cumbersome but may be easier than making exceptions to the pop-up blocker.

To create exceptions for the pop-up blocker, open your Internet Explorer browser window. Once the browser is open click the toolbar options "Tools" and then go to "Internet Options". After the "Internet Options" window is available you will want to click on the "Privacy" tab at the top of the window. You will notice while on the "Privacy" tab, at the bottom will be a section on Pop-Up Blockers. If your "Block Pop-Ups" checkbox is checked, click on the "Settings" button. You can now add the SPF SIG MRT link to the "Allowed Sites" list which the pop-up blocker will ignore when trying to block pop-ups from SPF SIG MRT.

*Notes: These are instructions for Internet Explorer 7.0 and may be different for other Internet Explorer versions.

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Application Navigating

SPF SIG MRT is set up in such a fashion that moving from top to bottom of each page and section to section on the Menu is the best approach to using the system. You must start at Assessment, filling in all of the information for that module (all pages and submenus), before moving on to Capacity and the other Menu items. Continuing in this manner will ensure that all of the forms in the systems have enough information to function correctly. If certain forms have not been completed you may have difficulty completing other forms. You also must save each form before moving onto the next form by clicking the

(Save) button located at the bottom of the form.

Computer Keys

While entering information into a form, several keys are helpful for moving the cursor from one information box (called a data field) to another. The table below summarizes those keys:

Key	Description	Function
	Mouse cursor	Points to desired location
	TAB key	Moves the cursor to the next data field
	SHIFT key + TAB key	Moves the cursor to the previous data field
	Control (CTRL) key	Enables blocked material to open (due to pop-up blocker)
	MOUSE	Moves the cursor by pointing and clicking

Entering data into SPF SIG MRT can be made easier by using the “TAB” key on the keyboard. The “TAB” key advances the cursor to the next data field. You can go from the current field to the previous field by holding “SHIFT” and pressing “TAB” (SHIFT + TAB). You can also navigate through the fields by using the mouse.

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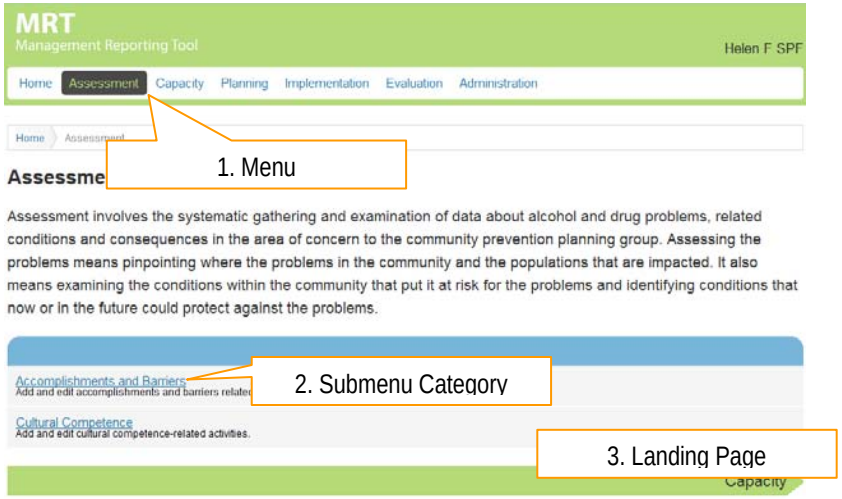
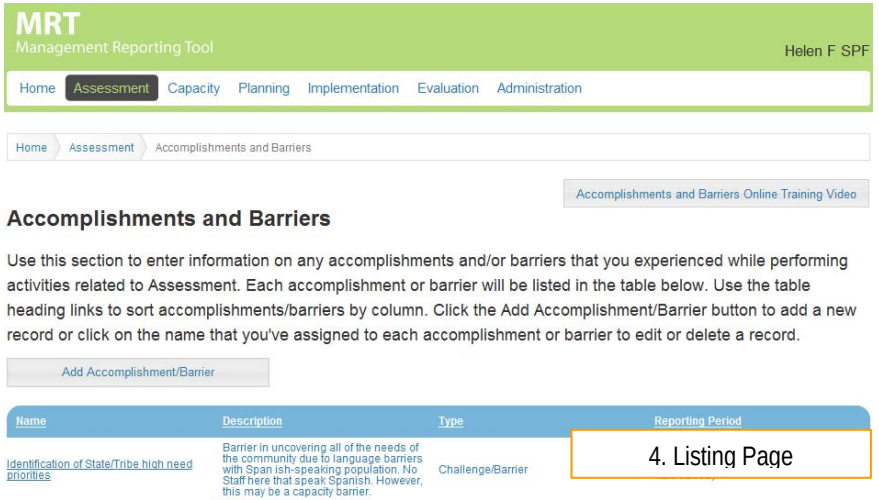
Menu Information

You can access the six (6) main areas by using the Menu or the links from the Home page. The Menu for SPF SIG MRT is located near the top of the screen. The Menu includes links to the six (6) main areas of SPF SIG MRT. Clicking on a link brings you to the corresponding page (called a Landing Page) which displays the submenu modules for that area as links to access the module. Once a module is selected from a Landing Page, the module's Listing Page will be available to add new data or modify existing data. (For more information on Landing Pages and Listing Pages, see the Landing Pages and Listing Pages sections of this manual.)

1. Menu — Constant (unchanging). Available at all times.
2. Submenu Category — Varies depending on which Menu link is selected.
3. Landing Page — Varies depending on which Menu link is selected. Displays the Submenu.
4. Listing Page — Varies depending on which Submenu category link is selected.


MRT
Management Reporting Tool
Helen F SPF
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
1. Menu
Assessme
Assessment involves the systematic gathering and examination of data about alcohol and drug problems, related conditions and consequences in the area of concern to the community prevention planning group. Assessing the problems means pinpointing where the problems in the community and the populations that are impacted. It also means examining the conditions within the community that put it at risk for the problems and identifying conditions that now or in the future could protect against the problems.
Accomplishments and Barriers
Add and edit accomplishments and barriers related
2. Submenu Category
Cultural Competence
Add and edit cultural competence-related activities.
3. Landing Page

Screenshot displaying the Menu and a Landing Page


MRT
Management Reporting Tool
Helen F SPF
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Assessment
Accomplishments and Barriers
Accomplishments and Barriers Online Training Video
Accomplishments and Barriers
Use this section to enter information on any accomplishments and/or barriers that you experienced while performing activities related to Assessment. Each accomplishment or barrier will be listed in the table below. Use the table heading links to sort accomplishments/barriers by column. Click the Add Accomplishment/Barrier button to add a new record or click on the name that you've assigned to each accomplishment or barrier to edit or delete a record.
Add Accomplishment/Barrier
Name
Description
Type
Reporting Period
Identification of State/Tribe high need priorities
Barrier in uncovering all of the needs of the community due to language barriers with Span ish-speaking population. No Staff here that speak Spanish. However, this may be a capacity barrier.
Challenge/Barrier
4. Listing Page

Sample screenshot displaying a Listing Page

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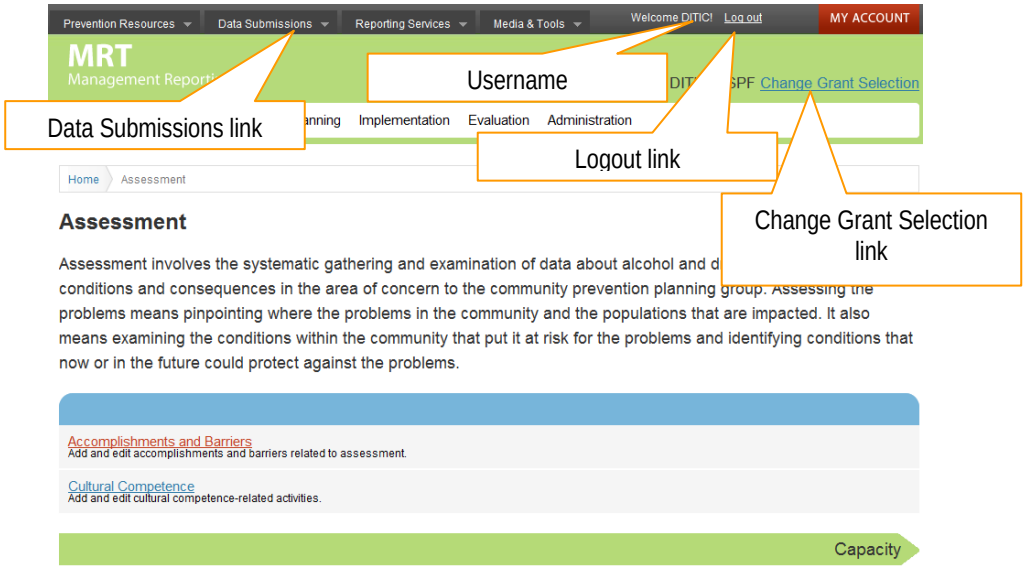
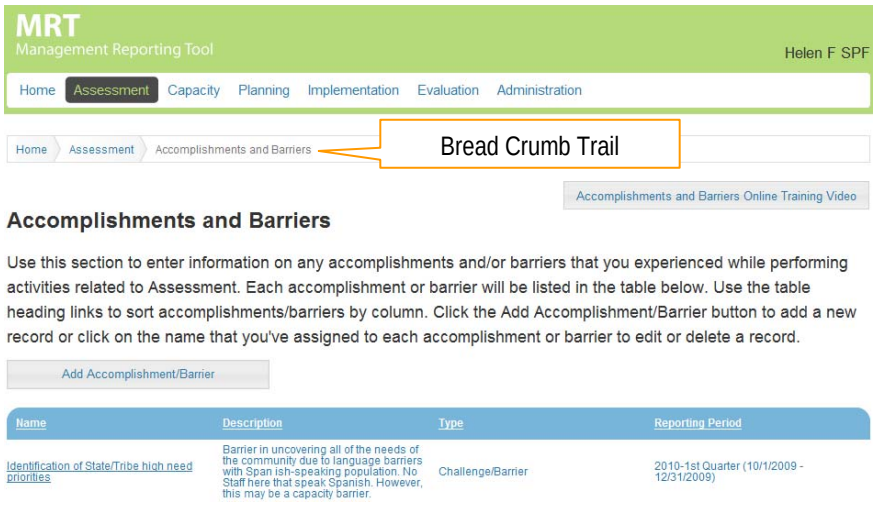
Above the Menu provides links to Logout of the system or to Change Grant Selection. The Grant is listed as well as the user currently logged into MRT SPF SIG.


Prevention Resources
Data Submissions
Reporting Services
Media & Tools
Welcome DITIC! Log out
MY ACCOUNT
MRT
Management Report
Change Grant Selection
Implementation
Evaluation
Administration
Home
Assessment
Assessment
Assessment involves the systematic gathering and examination of data about alcohol and d
conditions and consequences in the area of concern to the community prevention planning group. Assessing the
problems means pinpointing where the problems in the community and the populations that are impacted. It also
means examining the conditions within the community that put it at risk for the problems and identifying conditions that
now or in the future could protect against the problems.
Accomplishments and Barriers
Add and edit accomplishments and barriers related to assessment.
Cultural Competence
Add and edit cultural competence-related activities.
Capacity
Data Submissions link
Username
Logout link
Change Grant Selection link

Screenshot displaying main menu

Bread Crumb Trail

A Bread Crumb Trail is provided to indicate where you currently are in the system. The links provided in the Bread Crumb Trail allow you to go to the previous page you were on.


MRT
Management Reporting Tool
Helen F SPF
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Assessment
Accomplishments and Barriers
Bread Crumb Trail
Accomplishments and Barriers Online Training Video
Accomplishments and Barriers
Use this section to enter information on any accomplishments and/or barriers that you experienced while performing activities related to Assessment. Each accomplishment or barrier will be listed in the table below. Use the table heading links to sort accomplishments/barriers by column. Click the Add Accomplishment/Barrier button to add a new record or click on the name that you've assigned to each accomplishment or barrier to edit or delete a record.
Add Accomplishment/Barrier
Name
Description
Type
Reporting Period
Identification of State/Tribe high need priorities
Barrier in uncovering all of the needs of the community due to language barriers with Span ish-speaking population. No Staff here that speak Spanish. However, this may be a capacity barrier.
Challenge/Barrier
2010-1st Quarter (10/1/2009 - 12/31/2009)

Sample screenshot displaying a Bread Crumb Trail

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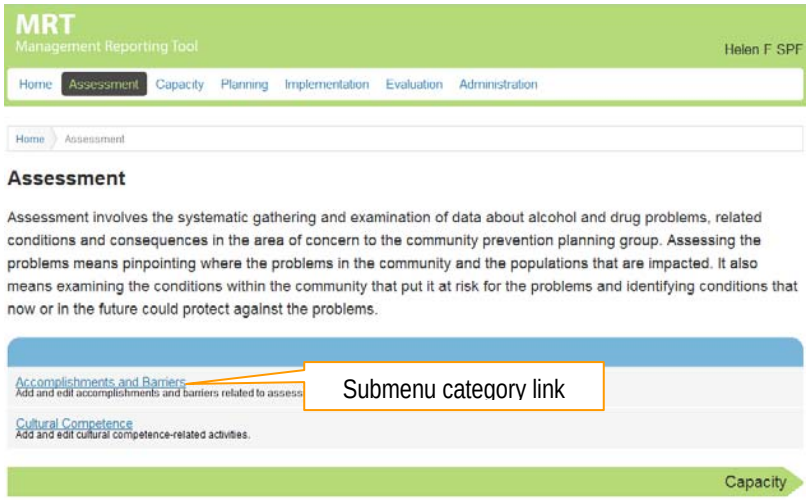
Landing Pages

A Landing Page is the main page of each of the main sections, or modules (Assessment, Capacity, Planning, Implementation, Evaluation, and Administration) within SPF SIG MRT. The Landing Page contains the links for each module (Submenu category) within the section. No data is entered on a Landing Page.


MRT
Management Reporting Tool
Helen F SPF
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Assessment
Assessment
Assessment involves the systematic gathering and examination of data about alcohol and drug problems, related conditions and consequences in the area of concern to the community prevention planning group. Assessing the problems means pinpointing where the problems in the community and the populations that are impacted. It also means examining the conditions within the community that put it at risk for the problems and identifying conditions that now or in the future could protect against the problems.
Accomplishments and Barriers
Add and edit accomplishments and barriers related to assess
Submenu category link
Cultural Competence
Add and edit cultural competence-related activities.
Capacity

Screenshot displaying a Landing Page

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Listing Pages

A Listing Page is the main page of each module (Submenu category) within the main sections of SPF SIG MRT. A Listing Page contains either all data that have been entered for the module or a portion of the data that has been entered with links to view/edit the previously recorded data in its entirety. No data is entered on a Listing Page.

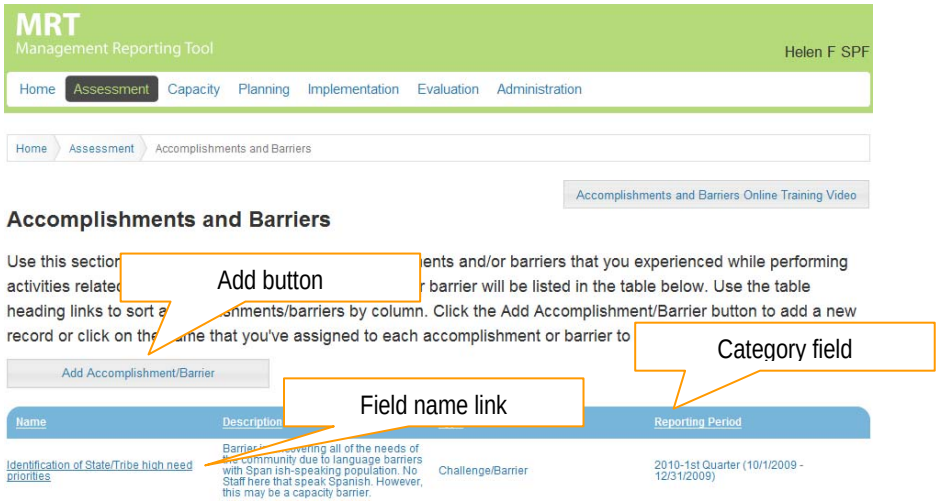
There are three types of Listing Pages:

1. Grid View
2. Hierarchy View
3. Single Form View

Grid View:

The Grid View displays the data in tables. Multiple data is entered and saved when a Grid View Listing Page is available. Specific pieces of data will be displayed within the grid based on the fields within the Edit Form (see the Edit Forms section of this manual for details on the Edit Form).

- An Add (Add) or Create (Create) button will be available above the grid to create multiple data entries (records).
- Clicking on a field name link located to the left within the grid will allow you to view/edit the data.



Sample screenshot displaying a "Grid View" Listing Page

Tips

- Clicking on a field name in a Category field (e.g., Name) will allow you to sort through your data in ascending or descending order.
- If you are entering data for the first time, the grid will appear empty.

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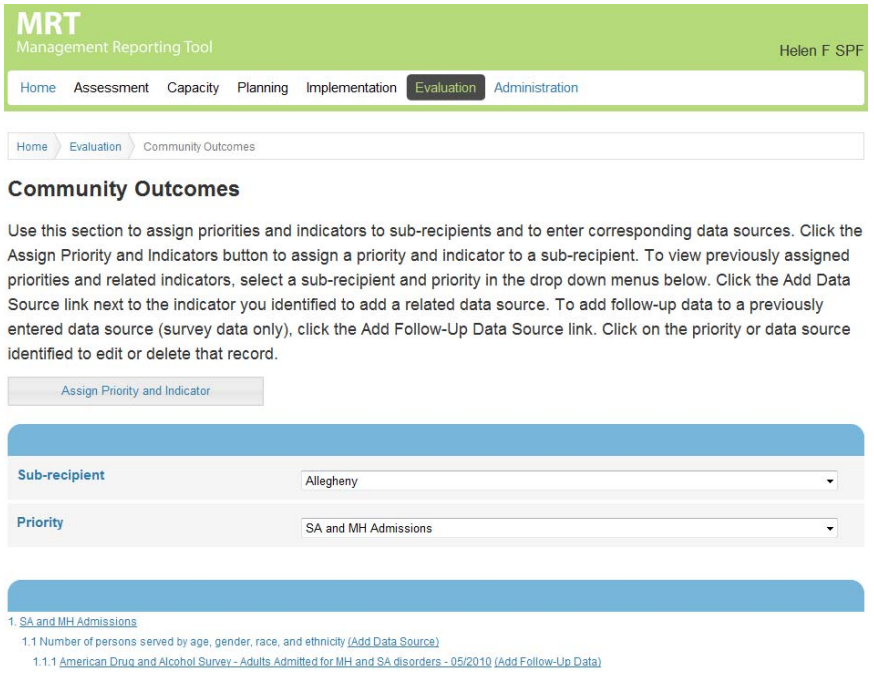
Hierarchy View:

A Hierarchical View is used when there is a 'Parent/Child' relationship. Looking at the example, it shows the parent (the Priority) and the child (the Indicator). The need to link a child (Indicator) to a parent (Priority) adds complexity to the process of adding and searching. The hierarchical view was designed to simplify these tasks.

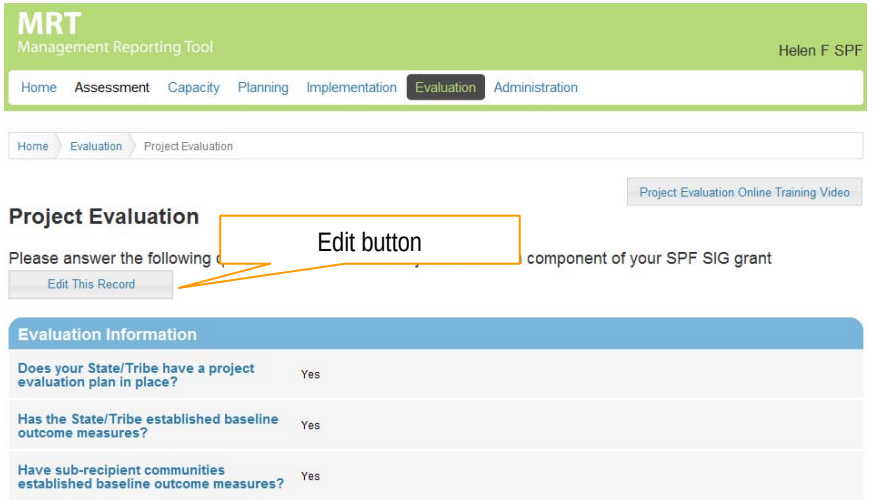

MRT
Management Reporting Tool
Helen F SPF
Home Assessment Capacity Planning Implementation Evaluation Administration
Home Evaluation Community Outcomes
Community Outcomes
Use this section to assign priorities and indicators to sub-recipients and to enter corresponding data sources. Click the Assign Priority and Indicators button to assign a priority and indicator to a sub-recipient. To view previously assigned priorities and related indicators, select a sub-recipient and priority in the drop down menus below. Click the Add Data Source link next to the indicator you identified to add a related data source. To add follow-up data to a previously entered data source (survey data only), click the Add Follow-Up Data Source link. Click on the priority or data source identified to edit or delete that record.
Assign Priority and Indicator
Sub-recipient
Allegheny
Priority
SA and MH Admissions
1. SA and MH Admissions
1.1 Number of persons served by age, gender, race, and ethnicity (Add Data Source)
1.1.1 American Drug and Alcohol Survey - Adults Admitted for MH and SA disorders - 05/2010 (Add Follow-Up Data)

Sample screenshot displaying a "Hierarchy View" Listing Page

Single Form View:

The Single Form View is used when the data entered is updated periodically. Only one (1) form is available and edited. The Single Form View displays the data fields on the Edit Form (see the Edit Forms section of this manual for details on the Edit Form).

- An Edit This Record (**Edit**) button will be available to modify the data.



Sample screenshot displaying a "Single Form View" Listing Page

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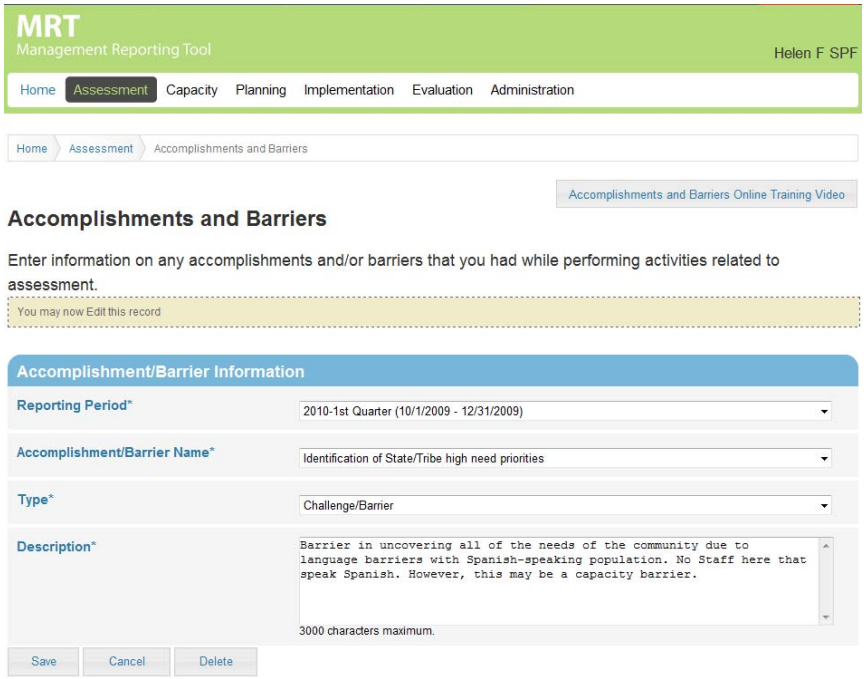
Edit Forms

The Edit Form contains the fields for entering and editing data.

- If you clicked the Add (Add) or Create (Create) button to enter new information into a form, the Edit Form data fields will be blank.
- When selecting a field name link to view existing data, the Edit Form data fields will display the data that was entered/selected previously. These fields may be modified, if needed.



Sample screenshot displaying an Edit Form for existing data

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Data Fields and Buttons

In SPF SIG MRT there are several fields, boxes, and buttons that are used to collect, store, and organize data.

Here are some examples:

Type	Preview/Description
Text Field (aka text box)	
Drop Down List (aka dropdown menu)	Select One
Radio Buttons	selected not selected
Check Boxes	checked unchecked
Required Fields	**Date Established*** (mm/dd/yyyy)
Calendar	(See the Calendar Feature section for instructions.)

If a required field does not have data entered into it and you try to save the form you will receive a message that informs you of the field vacant of data and you will not be able to save that form until that field has data. Some or all of the fields may be required in order to save a form. Those fields that are required are **bold** and marked with an asterisk (*).

Tips

- You must click the Save (Save) button before moving on to the next section in the system.
- To select multiple data options at one time from a list box, hold the control (CTRL) key on your keyboard while simultaneously left clicking the mouse on any of the data options that you'd like to include in your entry.

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Calendar Feature

Dates can be entered in two different ways: 1) typing the date directly into the field or 2) using the **Calendar** feature. The **Calendar** can be used as an alternative option to entering a date directly into a date field.

1. When you select a date field, a calendar displaying the current month and year will display below the date field.
2. Select the date by clicking on a number within the calendar.
3. The calendar will close and the date will appear within the date field.

*Note: You can also change the month by clicking the arrows to the right and left of the Month/Year. Clicking the arrow will take you to the previous month whereas clicking the arrow will take you to the next month.

For instance, the current month displaying is March. Clicking the arrow will take you to February whereas clicking the arrow will take you to April.

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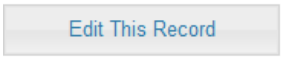
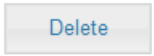
Edit Form Buttons

Information is entered and edited through the Edit Form. The table below summarizes the buttons used to enter and edit data into an Edit Form.

Button	Description
 	Must be selected to add new information to an Edit Form
	Allows the Edit Form fields to be “open” for modification
	Removes the information (data) from the SPF SIG MRT database
	Adds the information (data) to the SPF SIG MRT database
	Cancels the Add or Edit without saving the information (data) entered

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Additional Feature Buttons

Within the MRT Application are icons offering additional help to the user. Click on one of the icons to receive the help needed.

	Provides information on the desired topic

Below are some additional buttons that may appear within a form:

Submit	Forwards the approved information to the appropriate parties for further consideration.
Export	Downloads the selected file into the desired format.

Training Videos

The MRT system has training videos available to watch in addition to using this manual. These videos are broken down into the different sections of the system, and many sections have access to its respective training video. Follow the instructions below to view a training video.

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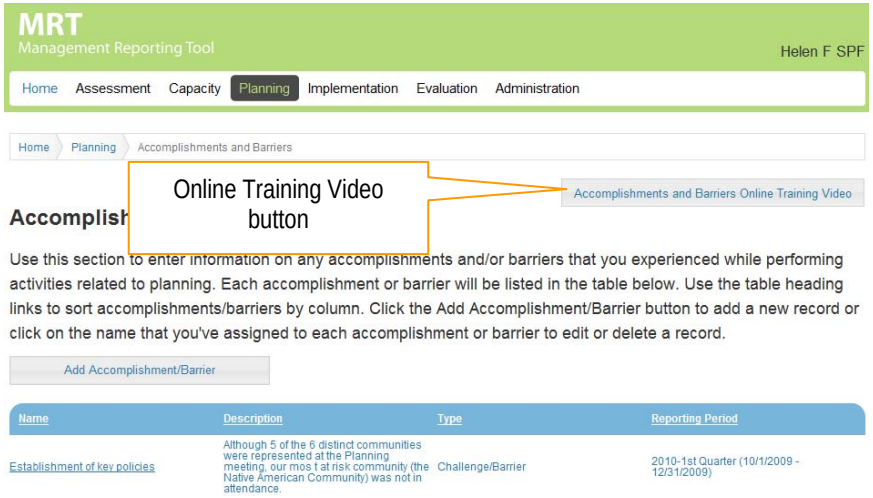
1. To view the training video of the section you are currently in, click the Online Training Video (**Online Training Video**) button.
2. The video will open in a new window.
3. To close the training video window, click the X on the top-right corner of your screen.


MRT
Management Reporting Tool
Helen F SPF
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Planning
Accomplishments and Barriers
Online Training Video button
Accomplishments and Barriers Online Training Video
Accomplish
Use this section to enter information on any accomplishments and/or barriers that you experienced while performing activities related to planning. Each accomplishment or barrier will be listed in the table below. Use the table heading links to sort accomplishments/barriers by column. Click the Add Accomplishment/Barrier button to add a new record or click on the name that you've assigned to each accomplishment or barrier to edit or delete a record.
Add Accomplishment/Barrier
Name
Description
Type
Reporting Period
Establishment of key policies
Although 5 of the 6 distinct communities were represented at the Planning meeting, our mos t at risk community (the Native American Community) was not in attendance.
Challenge/Barrier
2010-1st Quarter (10/1/2009 - 12/31/2009)

Sample screenshot displaying Accomplishments and Barriers listing page

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LOGIN PROCEDURE

Connect to the Internet using an internet browser (e.g., Internet Explorer).

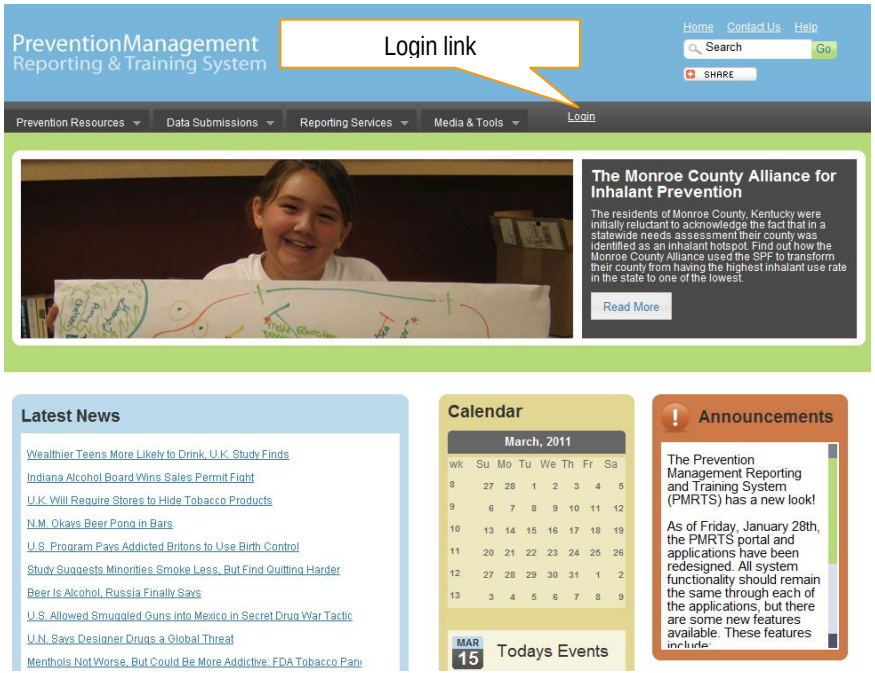
In the Address (location) box, type in the following address and press Enter:

https://www.pmrts.samhsa.gov/pmrts/

Screenshot displaying the URL in Internet Explorer – this is a partial screenshot

To access SPF SIG MRT, you will login through the Prevention Management Reporting and Training System website.

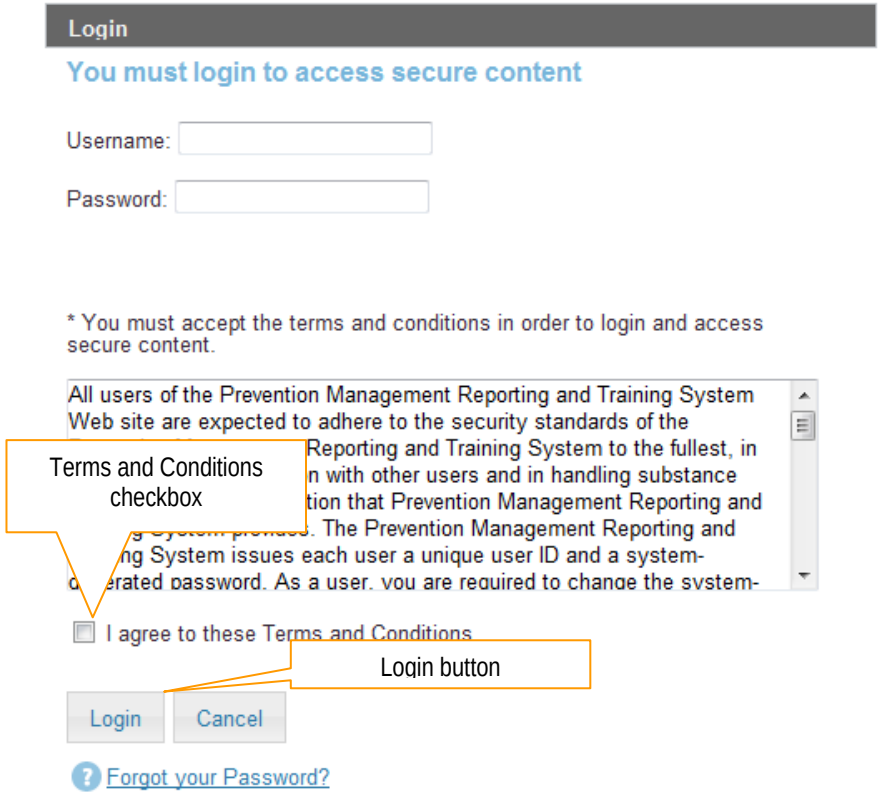
1. Click the Login (**Login**) link located at the top right hand corner of the screen.


PreventionManagement
Reporting & Training System
Login link
Home
Contact Us
Help
Search
Go
SHARE
Prevention Resources
Data Submissions
Reporting Services
Media & Tools
Login
The Monroe County Alliance for Inhalant Prevention
The residents of Monroe County, Kentucky were initially reluctant to acknowledge the fact that in a statewide needs assessment their county was identified as an inhalant hotspot. Find out how the Monroe County Alliance used the SPF to transform their county from having the highest inhalant use rate in the state to one of the lowest.
Read More
Latest News
Wealthier Teens More Likely to Drink, U.K. Study Finds
Indiana Alcohol Board Wins Sales Permit Fight
U.K. Will Require Stores to Hide Tobacco Products
N.M. Okays Beer Pong in Bars
U.S. Program Pays Addicted Britons to Use Birth Control
Study Suggests Minorities Smoke Less, But Find Quitting Harder
Beer Is Alcohol, Russia Finally Says
U.S. Allowed Smuggled Guns into Mexico in Secret Drug War Tactic
U.N. Says Designer Drugs a Global Threat
Menthols Not Worse, But Could Be More Addictive: FDA Tobacco Pan
Calendar
March, 2011
Todays Events
MAR
15
Announcements
The Prevention Management Reporting and Training System (PMRTS) has a new look!
As of Friday, January 28th, the PMRTS portal and applications have been redesigned. All system functionality should remain the same through each of the applications, but there are some new features available. These features

Screenshot displaying the PMRTS Home Page – this is a partial screenshot

 © KIT Solutions® 2011

2. Type the login name in the User Name* field.
3. Type the password in the Password* field.
4. Click the box that states "I agree to these Terms and Conditions".
5. Click the Login (Log In) button.
   *Note: To cancel the login process, click the Cancel (Cancel) button.


Login
You must login to access secure content
Username:
Password:
* You must accept the terms and conditions in order to login and access secure content.
All users of the Prevention Management Reporting and Training System Web site are expected to adhere to the security standards of the
Terms and Conditions checkbox
I agree to these Terms and Conditions
Login button
Login
Cancel
Forgot your Password?

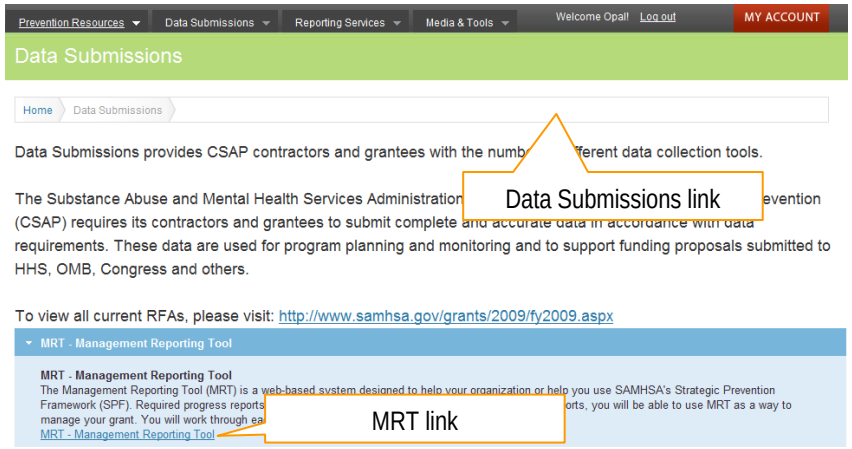
Screenshot displaying the Login page

Tips

- The User Name is NOT case sensitive.
- The Password IS case sensitive.

© KIT Solutions® 2011

6. Click Data Submissions (Data Submissions) from the Prevention Management Menu.
7. From the *Your available systems:* box, click the MRT - Management Reporting Tool (MRT – Management Reporting Tool) link.

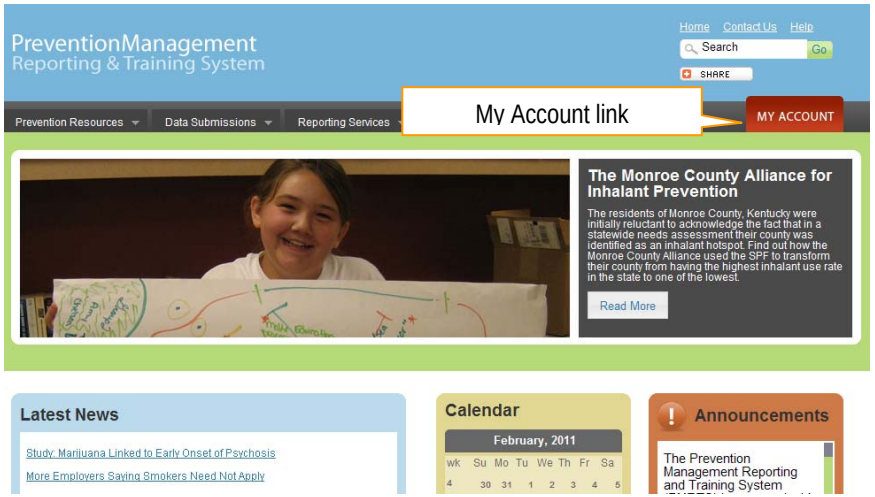

Prevention Resources
Data Submissions
Reporting Services
Media & Tools
Welcome Opal! Log out
MY ACCOUNT
Data Submissions
Home
Data Submissions
Data Submissions provides CSAP contractors and grantees with the numb ferent data collection tools.
Data Submissions link
The Substance Abuse and Mental Health Services Administration evention
(CSAP) requires its contractors and grantees to submit complete and accurate data in accordance with data
requirements. These data are used for program planning and monitoring and to support funding proposals submitted to
HHS, OMB, Congress and others.
To view all current RFAs, please visit: http://www.samhsa.gov/grants/2009/fy2009.aspx
MRT - Management Reporting Tool
MRT - Management Reporting Tool
The Management Reporting Tool (MRT) is a web-based system designed to help your organization or help you use SAMHSA's Strategic Prevention
Framework (SPF). Required progress reports orts, you will be able to use MRT as a way to
manage your grant. You will work through ea
MRT - Management Reporting Tool
MRT link
Screenshot displaying the Prevention Management Data Submissions Landing Page

 © KIT Solutions® 2011

Change Your Password

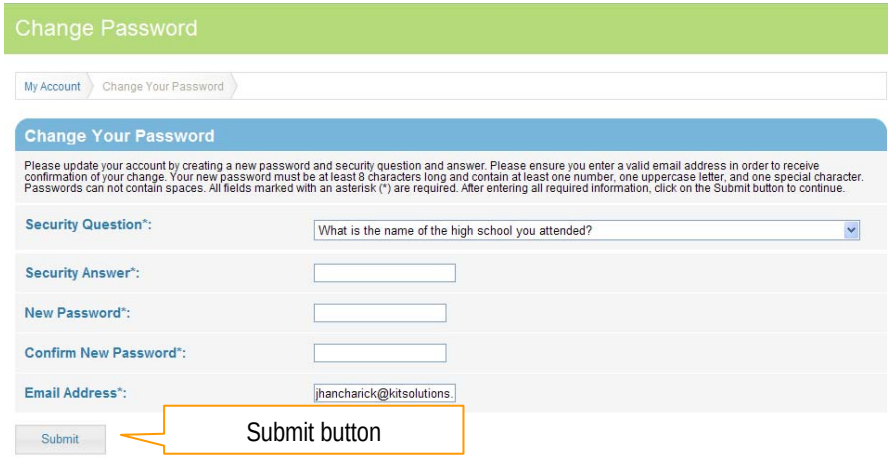
The Change Your Password feature allows a user to change the password for the account he or she is currently logging into the system with.

1. To change your password, begin by clicking the MY ACCOUNT (**My Account**) button from the Prevention Management Reporting and Training System main menu.
2. Click the Change Your Password (**Change Your Password**) link..


PreventionManagement
Reporting & Training System
Home
Contact Us
Help
Search
Go
SHARE
Prevention Resources
Data Submissions
Reporting Services
My Account link
MY ACCOUNT
The Monroe County Alliance for Inhalant Prevention
The residents of Monroe County, Kentucky were initially reluctant to acknowledge the fact that in a statewide needs assessment their county was identified as an inhalant hotspot. Find out how the Monroe County Alliance used the SPF to transform their county from having the highest inhalant use rate in the state to one of the lowest.
Read More
Latest News
Study: Marijuana Linked to Early Onset of Psychosis
More Employers Saying Smokers Need Not Apply
Calendar
February, 2011
Announcements
The Prevention Management Reporting and Training System

Screenshot displaying the Home page – this is a partial screenshot

3. Select a **Security Question*** from the dropdown list.
   ***Note**: The Security Question will be used when using the Forgot Password feature to ensure the user requesting a password is legitimate.
4. Enter your answer to the selected security question in the **Security Answer*** field.
5. Type the password you would like to use in the **New Password*** field.
6. Retype the password in the **Confirm New Password*** field.
7. Verify or update the email address in the **Email Address*** field.
8. Click the Submit (**Submit**) button.


Change Password
My Account
Change Your Password
Change Your Password
Please update your account by creating a new password and security question and answer. Please ensure you enter a valid email address in order to receive confirmation of your change. Your new password must be at least 8 characters long and contain at least one number, one uppercase letter, and one special character. Passwords can not contain spaces. All fields marked with an asterisk (*) are required. After entering all required information, click on the Submit button to continue.
Security Question*:
What is the name of the high school you attended?
Security Answer*:
New Password*:
Confirm New Password*:
Email Address*:
jhancharick@kitsolutions.
Submit
Submit button

Sample screenshot displaying the Change Your Password page

Tips

- The **User Name** is NOT case sensitive.
- The **Password** IS case sensitive. The Password must fill the following requirements:

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Minimum length: 8 characters
At lease one (1) upper case letter
At least one (1) lower case letter
At least one (1) of the following special characters: !@#$%^&

- You will be required to change your password every 90 days.

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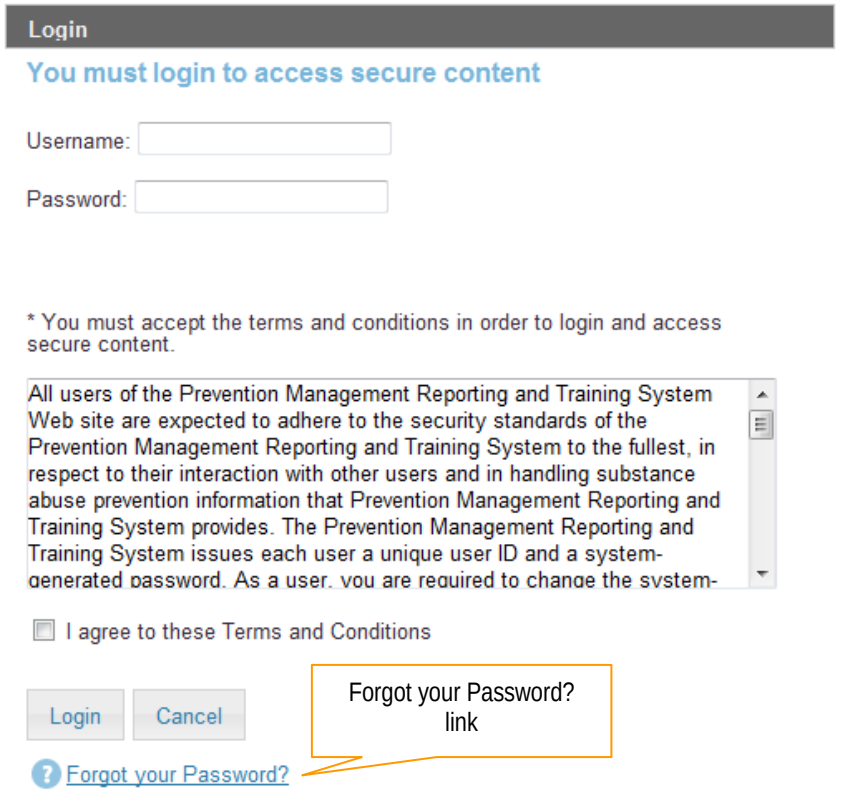
Forgot Your Password?

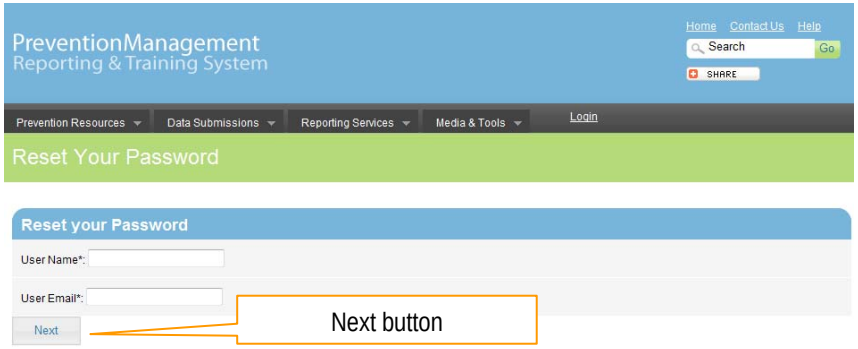
If you are unable to log into SPF SIG MRT due to forgetting your password, you can retrieve this information at the login page.

1. On the Login page, click the Forgot your Password? (Forgot your Password?) link.


Login
You must login to access secure content
Username:
Password:
* You must accept the terms and conditions in order to login and access secure content.
All users of the Prevention Management Reporting and Training System Web site are expected to adhere to the security standards of the Prevention Management Reporting and Training System to the fullest, in respect to their interaction with other users and in handling substance abuse prevention information that Prevention Management Reporting and Training System provides. The Prevention Management Reporting and Training System issues each user a unique user ID and a system-
I agree to these Terms and Conditions
Login
Cancel
Forgot your Password?
Forgot your Password? link

Screenshot displaying the Login page

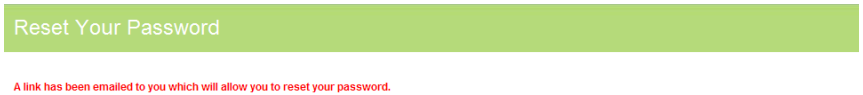
2. Type the login name in the User Name* field.
3. Type the email address of the user who is associated with the User Name in the User Email* field.
   *Note: This must be a valid email address.
4. Click the Next (Next) button.
5. On the next screen, answer the Security Question.
6. Click the Next (Next) button.



Screenshot displaying the Forgot Your Password? page

© KIT Solutions® 2011

7. A new temporary password will be sent to the email address that is associated with the User Name.



Screenshot of the Forgot Your Password? confirmation

Tips

- If you currently do not have an account you will not be able to use the Forgot Password feature.
- If you do not receive a new temporary password, first check your junk mail and spam folders. If you still did not receive a temporary password contact Support at 1-888-DITIC-4-U (348-4248). The following reasons may be the cause: your email address has changed since the account was created, you mistyped the email address, or you are unable to receive emails from Support.
- Please add the following domain to your email safe list: @kitsolutions.net to ensure you receive emails from Support.

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Account Locked

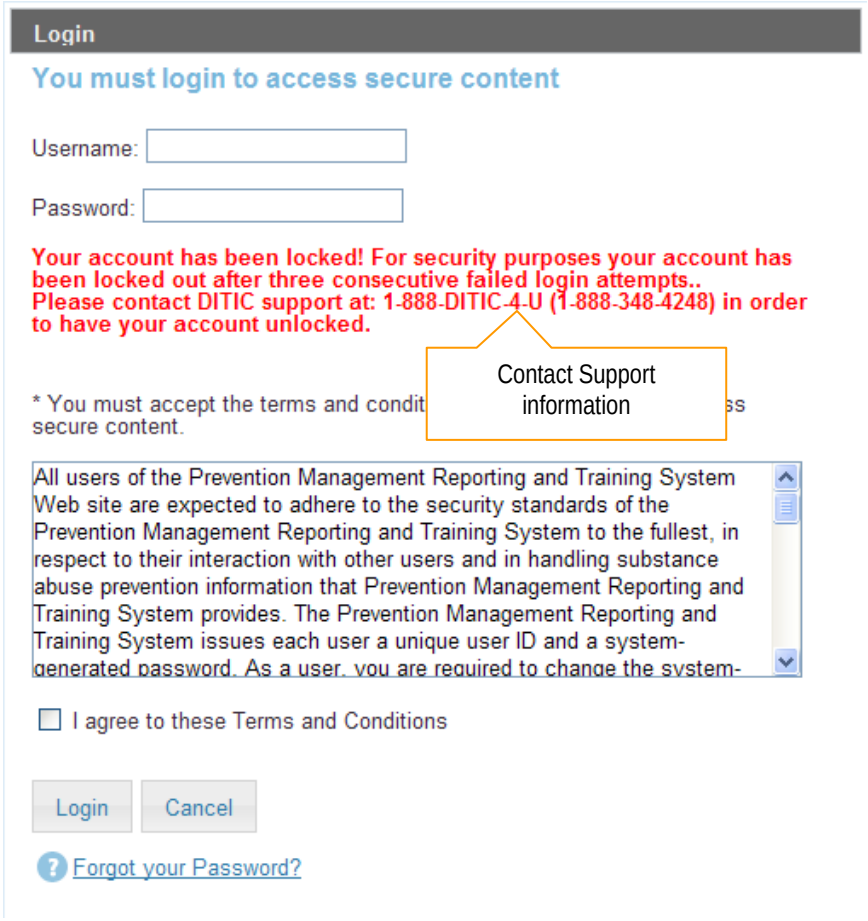
If you attempt to log into the system unsuccessfully three (3) times, you will be locked out of your account. Please contact Support to have your account unlocked.

SUPPORT CONTACT INFORMATION:

- 1-888-DITIC-4-U (348-4248)
- DITICSupport@kitsolutions.net
- Use the Contact Form on the Support Site: http://kitusers.kithost.net/support/diticsupport

Once your account is unlocked you will receive an email:

1) The email informs you that your account has been unlocked. Subject line will read: User Account has Been Unlocked


Login
You must login to access secure content
Username:
Password:
Your account has been locked! For security purposes your account has been locked out after three consecutive failed login attempts.. Please contact DITIC support at: 1-888-DITIC-4-U (1-888-348-4248) in order to have your account unlocked.
Contact Support information
* You must accept the terms and condit
ss
secure content.
All users of the Prevention Management Reporting and Training System Web site are expected to adhere to the security standards of the Prevention Management Reporting and Training System to the fullest, in respect to their interaction with other users and in handling substance abuse prevention information that Prevention Management Reporting and Training System provides. The Prevention Management Reporting and Training System issues each user a unique user ID and a system-generated password. As a user, you are required to change the system-
I agree to these Terms and Conditions
Login
Cancel
Forgot your Password?

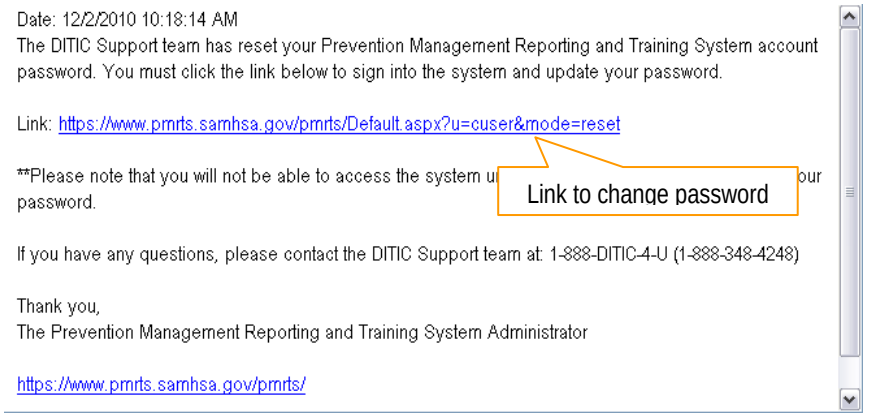
Screenshot displaying the Account Locked screen

 © KIT Solutions® 2011

When your account is unlocked you can request Support to reset your password if you do not remember your current password.

Once your password has been reset you will receive an email:

1) The email provides you a link to reset your password.
   Subject line will read: Password Has Been Reset

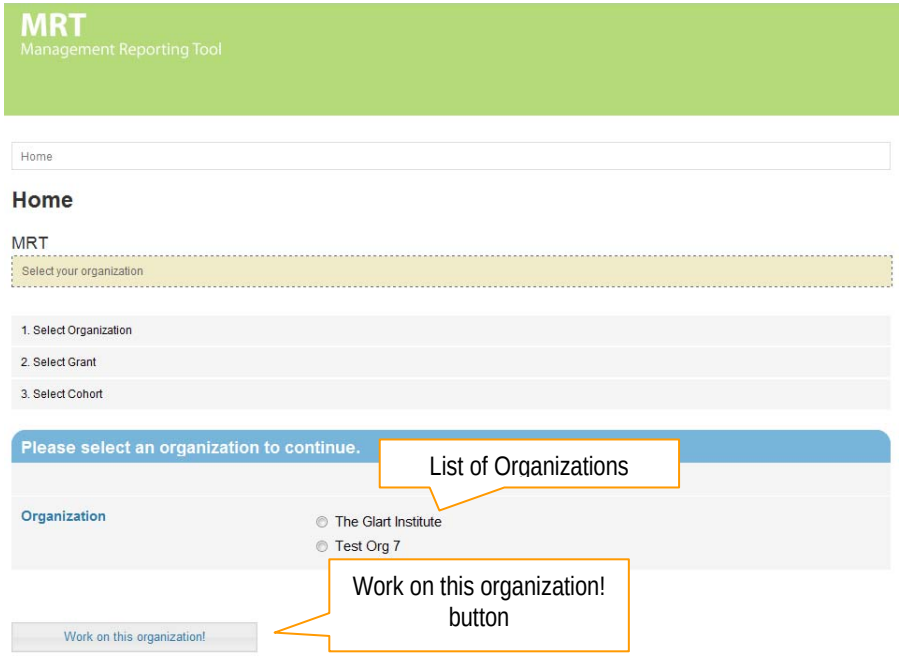

Date: 12/2/2010 10:18:14 AM
The DITIC Support team has reset your Prevention Management Reporting and Training System account password. You must click the link below to sign into the system and update your password.
Link: https://www.pmrts.samhsa.gov/pmrts/Default.aspx?u=cuser&mode=reset
**Please note that you will not be able to access the system u
our password.
Link to change password
If you have any questions, please contact the DITIC Support team at: 1-888-DITIC-4-U (1-888-348-4248)
Thank you,
The Prevention Management Reporting and Training System Administrator
https://www.pmrts.samhsa.gov/pmrts/

Screenshot of the Password Reset email – this is a partial screenshot

Current Organization

If you work in multiple organizations, you will have to select the organization from the list of Organizations. *This screen will not appear if you work at one (1) organization.*

1. Select the radio button next to the appropriate organization name.
2. Click the Work on this organization! (Work on this organization!) button.



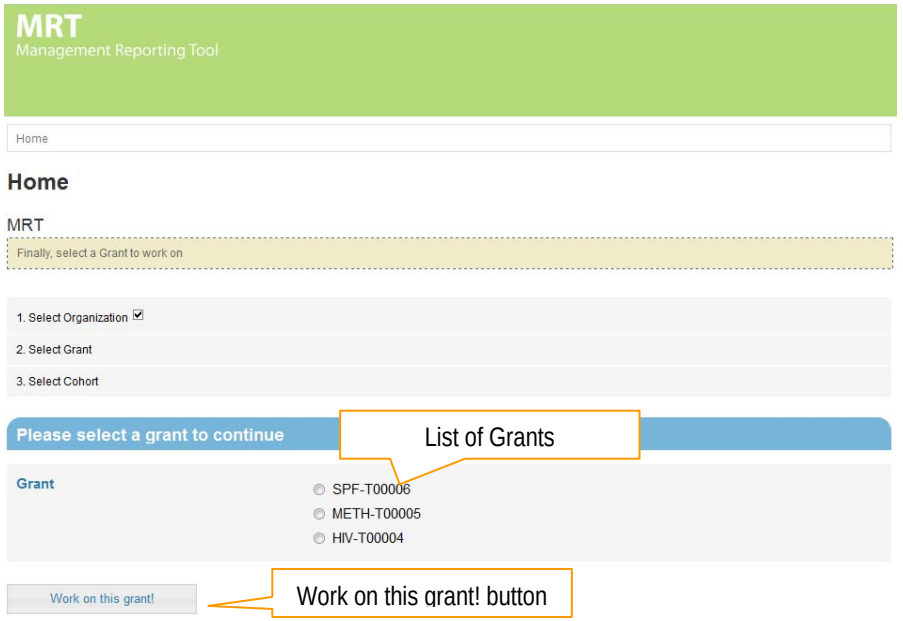
Screenshot displaying the Organization selection page

© KIT Solutions® 2011

Grant Selection

If your organization works with multiple Grants, you will have to select the Grant name from the list of Grants. *This screen will not appear if you work on one (1) Grant.*

1. Select the radio button next to the appropriate Grant.
2. Click the Work on this grant! (**Work on this grant!**) button.



Screenshot displaying the Grant selection page

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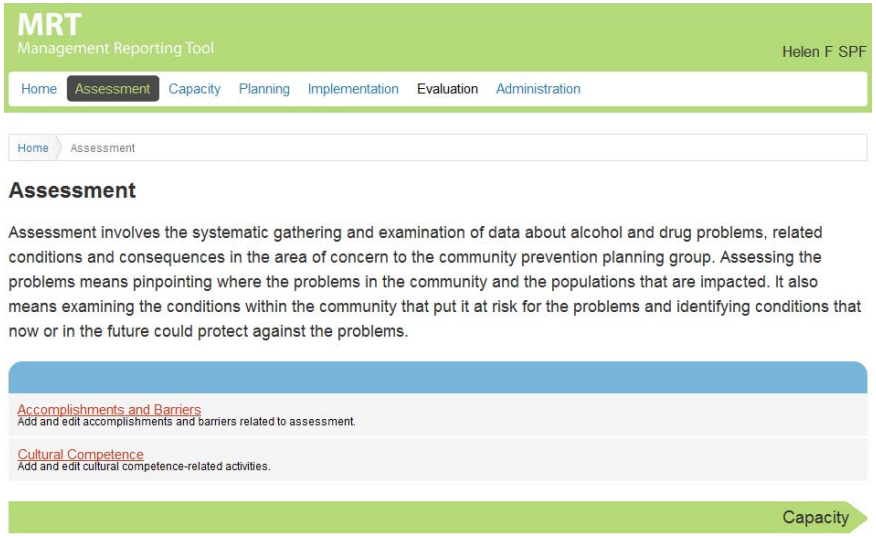
ASSESSMENT

Within the Assessment module, a user is able to perform the following tasks:

1. Enter, edit and delete Accomplishments and Barriers related to Assessment.
2. Enter, edit and delete Cultural Competence related to Assessment.


MRT
Management Reporting Tool
Helen F SPF
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Assessment
Assessment
Assessment involves the systematic gathering and examination of data about alcohol and drug problems, related conditions and consequences in the area of concern to the community prevention planning group. Assessing the problems means pinpointing where the problems in the community and the populations that are impacted. It also means examining the conditions within the community that put it at risk for the problems and identifying conditions that now or in the future could protect against the problems.
Accomplishments and Barriers
Add and edit accomplishments and barriers related to assessment.
Cultural Competence
Add and edit cultural competence-related activities.
Capacity

Screenshot displaying the Assessment Landing Page

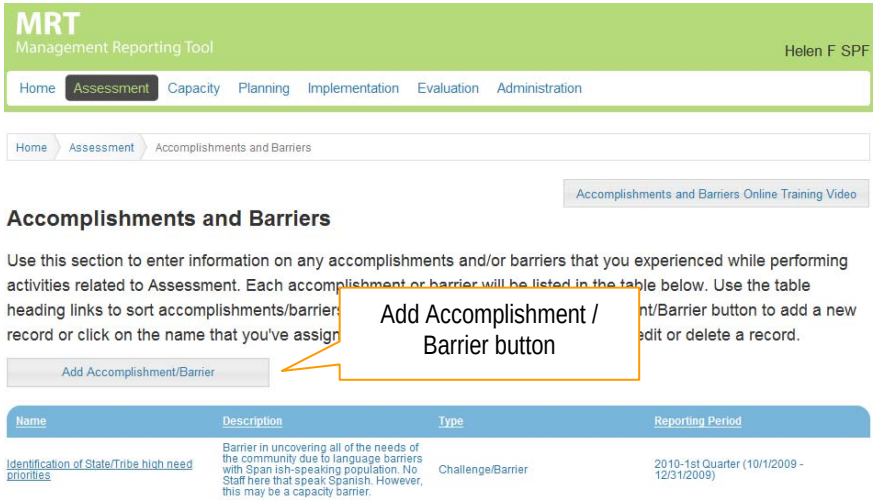
© KIT Solutions® 2011

Accomplishments and Barriers

The Accomplishments and Barriers module allows the user to track their accomplishments and barriers related to assessment.

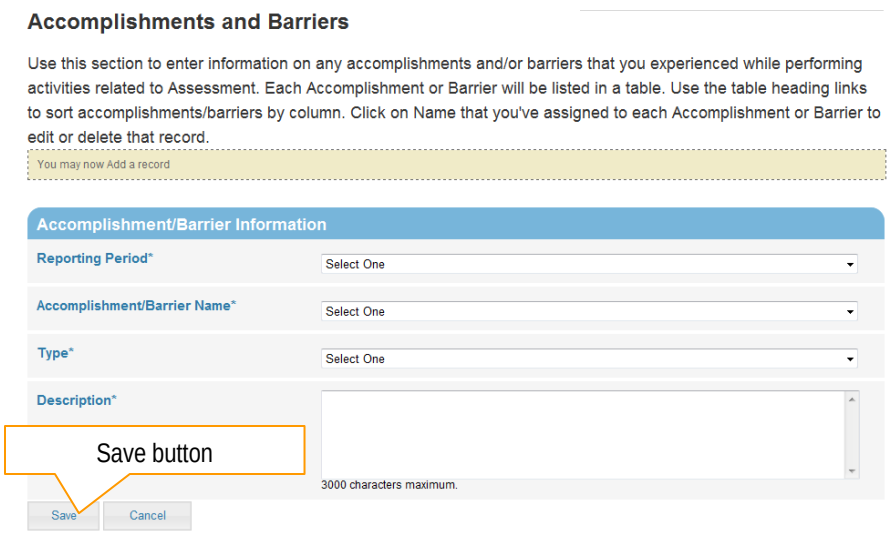
Adding an Accomplishment or Barrier

1. Click **Assessment** from the Menu.
2. Click **Accomplishments and Barriers** from the Assessment Landing Page.
3. Click the Add Accomplishment/Barrier (**Add Accomplishment/Barrier**) button.


MRT
Management Reporting Tool
Helen F SPF
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Assessment
Accomplishments and Barriers
Accomplishments and Barriers Online Training Video
Accomplishments and Barriers
Use this section to enter information on any accomplishments and/or barriers that you experienced while performing activities related to Assessment. Each accomplishment or barrier will be listed in the table below. Use the table heading links to sort accomplishments/barriers
nt/Barrier button to add a new record or click on the name that you've assign
edit or delete a record.
Add Accomplishment/Barrier
Add Accomplishment / Barrier button
Name
Description
Type
Reporting Period
Identification of State/Tribe high need priorities
Barrier in uncovering all of the needs of the community due to language barriers with Span ish-speaking population. No Staff here that speak Spanish. However, this may be a capacity barrier.
Challenge/Barrier
2010-1st Quarter (10/1/2009 - 12/31/2009)

Sample screenshot displaying the Accomplishments and Barriers Listing Page

4. Select the reporting period this accomplishment or barrier occurred in from the **Reporting Period*** dropdown list.
5. Select a name form the accomplishment or barrier from the **Accomplishment/Barrier Name*** dropdown menu.
6. Select ***Accomplishment*** or ***Barrier*** from the **Type*** dropdown menu.
7. Enter details about the accomplishment or barrier in the **Description*** text box.
8. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.

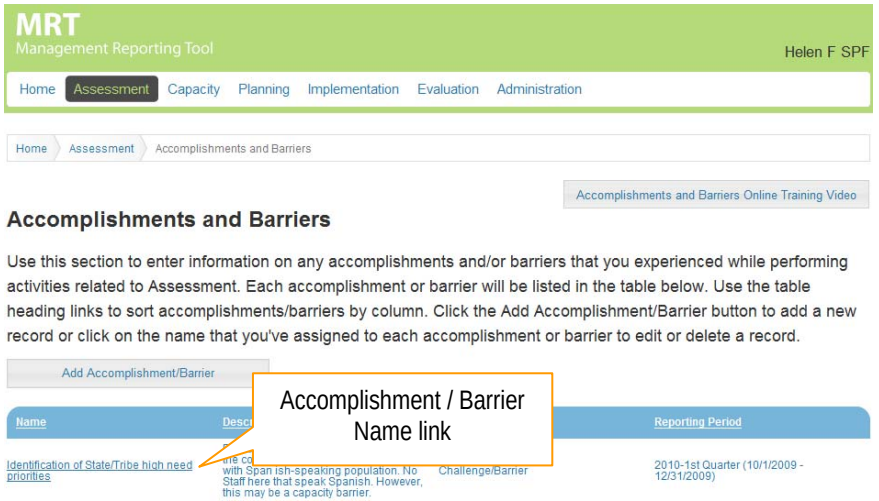

Accomplishments and Barriers
Use this section to enter information on any accomplishments and/or barriers that you experienced while performing activities related to Assessment. Each Accomplishment or Barrier will be listed in a table. Use the table heading links to sort accomplishments/barriers by column. Click on Name that you've assigned to each Accomplishment or Barrier to edit or delete that record.
You may now Add a record
Accomplishment/Barrier Information
Reporting Period*
Select One
Accomplishment/Barrier Name*
Select One
Type*
Select One
Description*
3000 characters maximum.
Save button
Save
Cancel

Screenshot displaying the Accomplishments and Barriers Edit Form

© KIT Solutions® 2011

Editing an Accomplishment or Barrier

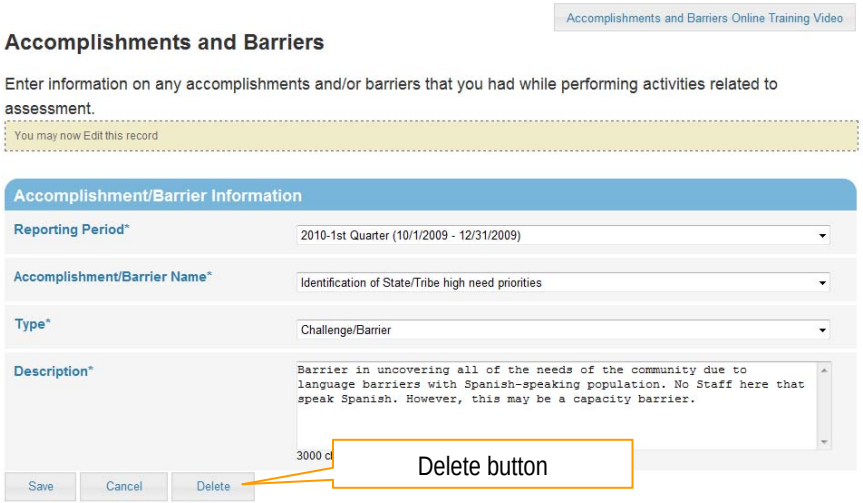
1. Click **Assessment** from the Menu.
2. Click **Accomplishments and Barriers** from the Assessment Landing Page.
3. From the Listing Page, select the accomplishment or barrier you wish to edit by clicking the appropriate accomplishment/barrier Name.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.


MRT
Management Reporting Tool
Helen F SPF
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Assessment
Accomplishments and Barriers
Accomplishments and Barriers Online Training Video
Accomplishments and Barriers
Use this section to enter information on any accomplishments and/or barriers that you experienced while performing activities related to Assessment. Each accomplishment or barrier will be listed in the table below. Use the table heading links to sort accomplishments/barriers by column. Click the Add Accomplishment/Barrier button to add a new record or click on the name that you've assigned to each accomplishment or barrier to edit or delete a record.
Add Accomplishment/Barrier
Accomplishment / Barrier Name link
Name
Reporting Period
Identification of State/Tribe high need priorities
with Span ish-speaking population. No Staff here that speak Spanish. However, this may be a capacity barrier.
Challenge/Barrier
2010-1st Quarter (10/1/2009 - 12/31/2009)

Sample screenshot displaying the Accomplishments and Barriers Listing Page

Deleting an Accomplishment or Barrier

1. Click **Assessment** from the Menu.
2. Click **Accomplishments and Barriers** from the Assessment Landing Page.
3. From the Listing Page, select the accomplishment or barrier you wish to delete by clicking the appropriate accomplishment/barrier Name.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.


Accomplishments and Barriers Online Training Video
Accomplishments and Barriers
Enter information on any accomplishments and/or barriers that you had while performing activities related to assessment.
You may now Edit this record
Accomplishment/Barrier Information
Reporting Period*
2010-1st Quarter (10/1/2009 - 12/31/2009)
Accomplishment/Barrier Name*
Identification of State/Tribe high need priorities
Type*
Challenge/Barrier
Description*
Barrier in uncovering all of the needs of the community due to language barriers with Spanish-speaking population. No Staff here that speak Spanish. However, this may be a capacity barrier.
3000 cl
Save
Cancel
Delete
Delete button

Sample screenshot displaying the Accomplishments and Barriers Edit Form

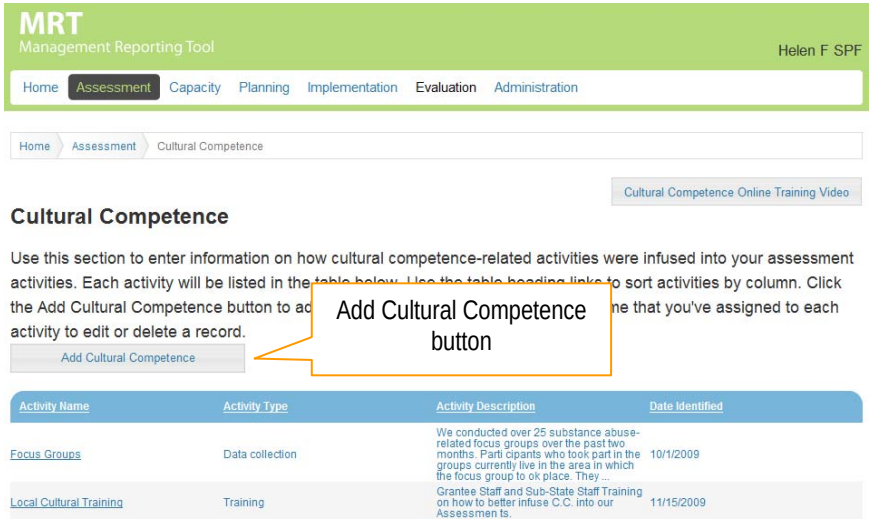
© KIT Solutions® 2011

Cultural Competence

The Cultural Competence module allows the user to add how cultural competence-related activities were infused into your assessment activities.

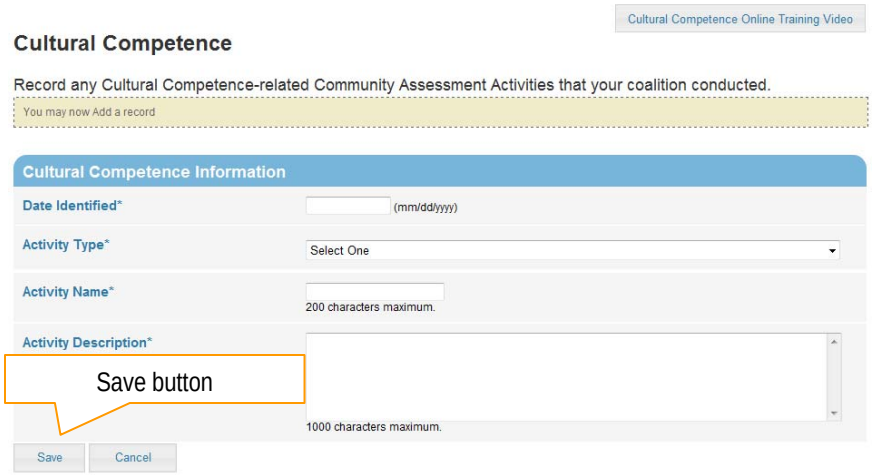
Adding a Cultural Competence-related Activity

1. Click **Assessment** from the Menu.
2. Click **Cultural Competence** from the Assessment Landing Page.
3. Click the Add Cultural Competence (**Add Cultural Competence**) button.


MRT
Management Reporting Tool
Helen F SPF
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Assessment
Cultural Competence
Cultural Competence Online Training Video
Cultural Competence
Use this section to enter information on how cultural competence-related activities were infused into your assessment activities. Each activity will be listed in the table below. Use the table heading links to sort activities by column. Click the Add Cultural Competence button to add a record. Click the Edit link next to the activity that you've assigned to each activity to edit or delete a record.
Add Cultural Competence
Add Cultural Competence button
Activity Name
Activity Type
Activity Description
Date Identified
Focus Groups
Data collection
We conducted over 25 substance abuse-related focus groups over the past two months. Parti cipants who took part in the groups currently live in the area in which the focus group to ok place. They ...
10/1/2009
Local Cultural Training
Training
Grantee Staff and Sub-State Staff Training on how to better infuse C.C. into our Assessmen ts.
11/15/2009

Sample screenshot displaying the Cultural Competence Listing Page

4. Enter the date identified in the **Date Identified*** field as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.)
5. Select an activity from the **Activity Type*** dropdown menu.
    a. If *Other* is selected, enter the name of the activity in the **Specify Other Activity Type*** text box.
6. Enter a name for the activity in the **Activity Name*** text box.
7. Enter details about the activity in the **Activity Description*** text box.
8. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.

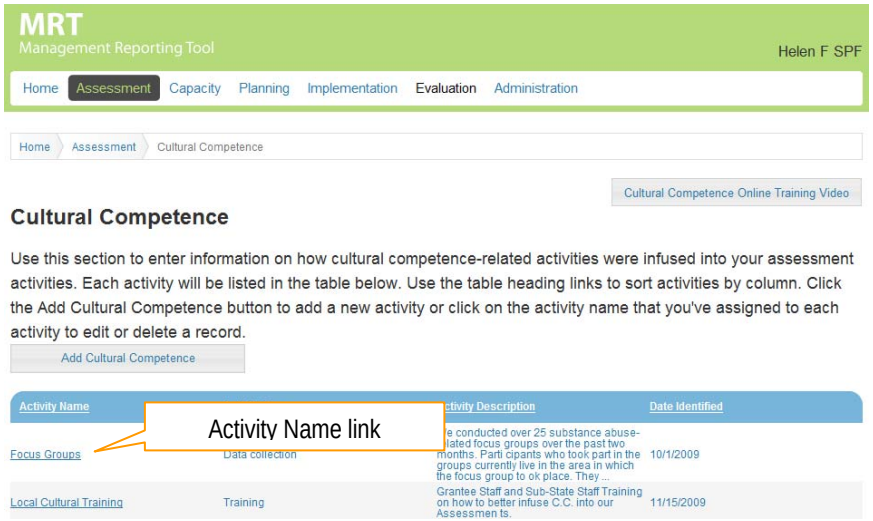


Screenshot displaying the Cultural Competence Edit Form

© KIT Solutions® 2011

Editing a Cultural Competence-related Activity

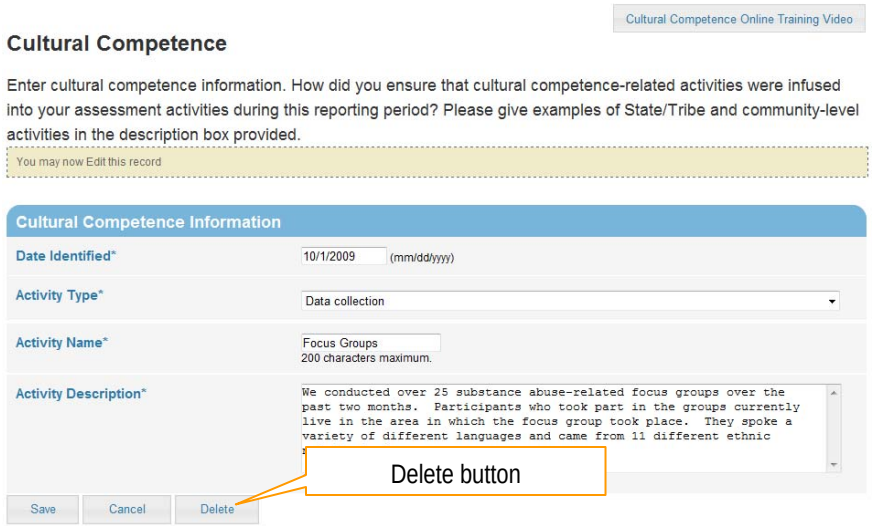
1. Click **Assessment** from the Menu.
2. Click **Cultural Competence** from the Assessment Landing Page.
3. From the Listing Page, select the cultural competence activity you wish to edit by clicking the appropriate Activity Name.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.


MRT
Management Reporting Tool
Helen F SPF
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Assessment
Cultural Competence
Cultural Competence Online Training Video
Cultural Competence
Use this section to enter information on how cultural competence-related activities were infused into your assessment activities. Each activity will be listed in the table below. Use the table heading links to sort activities by column. Click the Add Cultural Competence button to add a new activity or click on the activity name that you've assigned to each activity to edit or delete a record.
Add Cultural Competence
Activity Name
Activity Name link
Date Identified
Focus Groups
Data collection
10/1/2009
Local Cultural Training
Training
11/15/2009

Sample screenshot displaying the Cultural Competence Listing Page

Deleting a Cultural Competence-related Activity

1. Click **Assessment** from the Menu.
2. Click **Cultural Competence** from the Assessment Landing Page.
3. From the Listing Page, select the cultural competence activity you wish to delete by clicking the appropriate Activity Name.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.


Cultural Competence Online Training Video
Cultural Competence
Enter cultural competence information. How did you ensure that cultural competence-related activities were infused into your assessment activities during this reporting period? Please give examples of State/Tribe and community-level activities in the description box provided.
You may now Edit this record
Cultural Competence Information
Date Identified*
10/1/2009
(mm/dd/yyyy)
Activity Type*
Data collection
Activity Name*
Focus Groups
200 characters maximum.
Activity Description*
We conducted over 25 substance abuse-related focus groups over the past two months. Participants who took part in the groups currently live in the area in which the focus group took place. They spoke a variety of different languages and came from 11 different ethnic
Delete button
Save
Cancel
Delete

Sample screenshot displaying the Cultural Competence Edit Form

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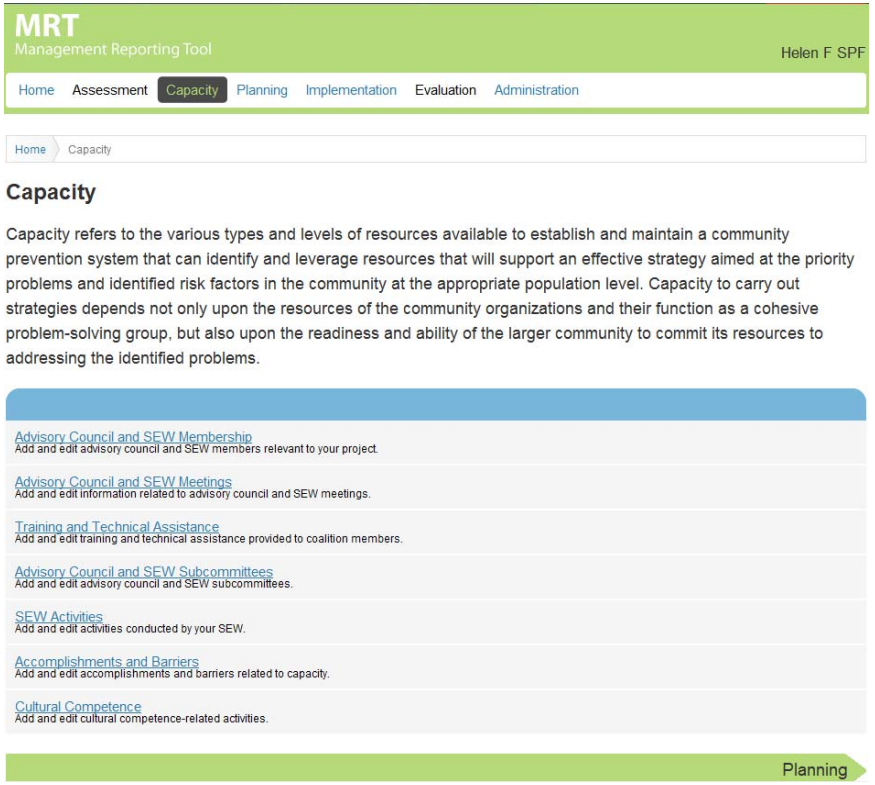
CAPACITY

Within the Capacity module, a user is able to perform the following tasks:

1. Enter, edit and delete Advisory Council and SEW Memberships.
2. Enter, edit and delete Advisory Council and SEW Meetings.
3. Enter, edit and delete Training and Technical Assistance.
4. Enter, edit and delete Advisory Council and SEW Subcommittees.
5. Enter, edit and delete SEW Activities.
6. Enter, edit and delete Accomplishments and Barriers related to Capacity.
7. Enter, edit and delete Cultural Competence related to Capacity.


MRT
Management Reporting Tool
Helen F SPF
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Capacity
Capacity
Capacity refers to the various types and levels of resources available to establish and maintain a community prevention system that can identify and leverage resources that will support an effective strategy aimed at the priority problems and identified risk factors in the community at the appropriate population level. Capacity to carry out strategies depends not only upon the resources of the community organizations and their function as a cohesive problem-solving group, but also upon the readiness and ability of the larger community to commit its resources to addressing the identified problems.
Advisory Council and SEW Membership
Add and edit advisory council and SEW members relevant to your project.
Advisory Council and SEW Meetings
Add and edit information related to advisory council and SEW meetings.
Training and Technical Assistance
Add and edit training and technical assistance provided to coalition members.
Advisory Council and SEW Subcommittees
Add and edit advisory council and SEW subcommittees.
SEW Activities
Add and edit activities conducted by your SEW.
Accomplishments and Barriers
Add and edit accomplishments and barriers related to capacity.
Cultural Competence
Add and edit cultural competence-related activities.
Planning

Screenshot displaying the Capacity Landing Page

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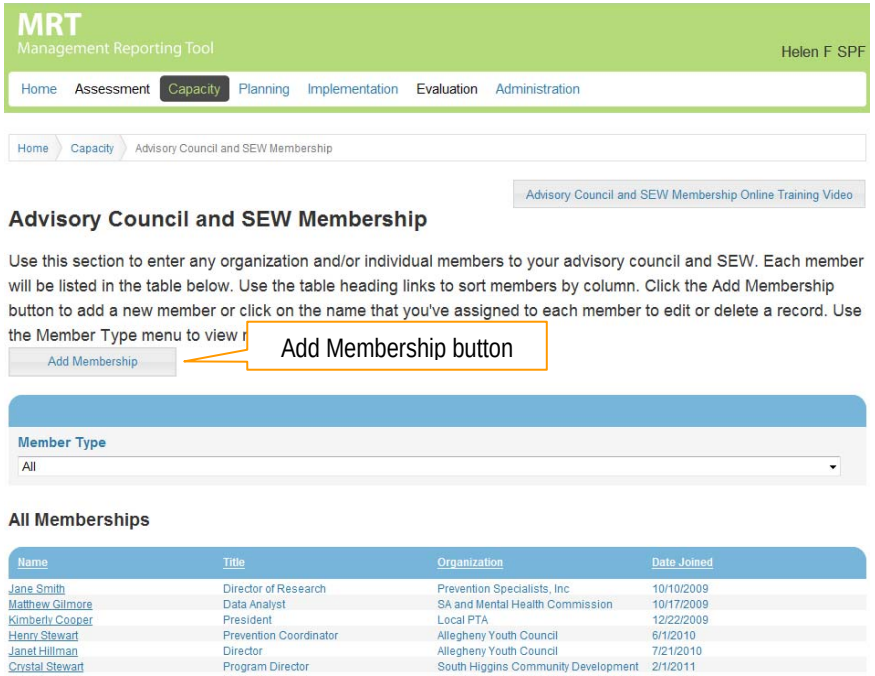
Advisory Council and SEW Membership

The Advisory Council and SEW Membership module allows the user to add any organizations and/or individual members to your Advisory Council and State Epidemiological Workgroup.

Adding an Advisory Council or SEW Membership

1. Click **Capacity** from the Menu.
2. Click **Advisory Council and SEW Membership** from the Capacity Landing Page.
3. Click the Add Membership (**Add Membership**) button.



Sample screenshot displaying the Advisory Council and SEW Membership Listing Page

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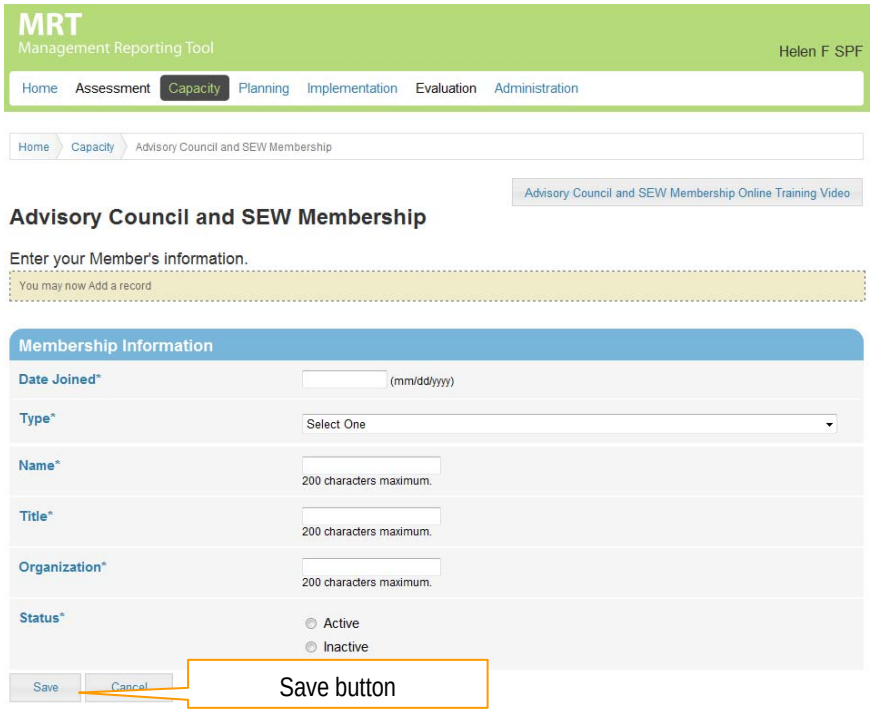
4. Enter the date the member joined in the **Date Joined*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.)
5. Select the type of membership from the **Type*** dropdown menu.
    a. If *Other* is selected, enter the type in the **Specify Other Type*** textbox.
6. Enter the name of the member in the **Name*** text box.
7. Enter the member's title in the **Title*** text box.
8. Enter the member's organization name in the **Organization*** text box.
9. Select the status of the member using the **Status*** radio buttons.
    a. *Active*: currently a member
    b. *Inactive*: no longer a member
10. Click the Save (Save) button.
    *Note: Click the Cancel (Cancel) button to cancel this entry.



Screenshot displaying the Advisory Council and SEW Membership Edit Form

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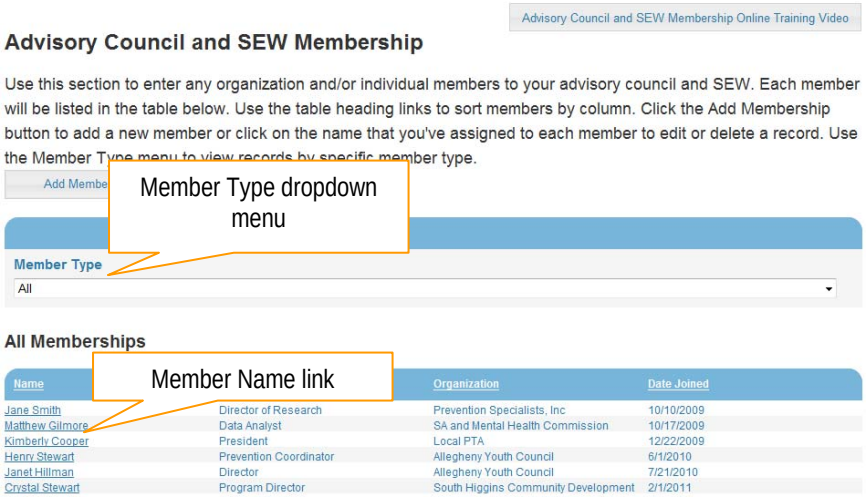
Editing an Advisory Council or SEW Membership

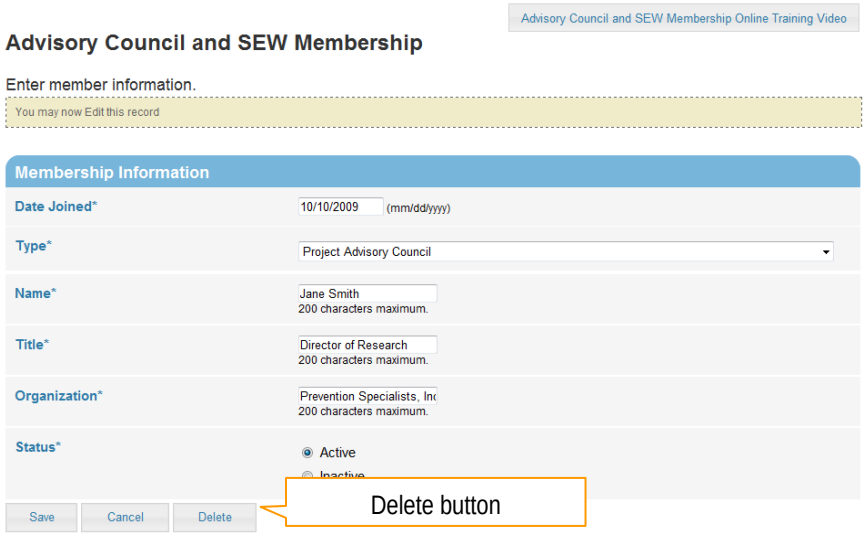
1. Click **Capacity** from the Menu.
2. Click **Advisory Council and SEW Membership** from the Capacity Landing Page.
3. If desired, use the **Member Type** dropdown menu to narrow the list of members to a specific membership type.
4. From the Listing Page, select the member you wish to edit by clicking the appropriate Member Name.
5. Make any changes needed to the form.
6. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.


Advisory Council and SEW Membership Online Training Video
Advisory Council and SEW Membership
Use this section to enter any organization and/or individual members to your advisory council and SEW. Each member will be listed in the table below. Use the table heading links to sort members by column. Click the Add Membership button to add a new member or click on the name that you've assigned to each member to edit or delete a record. Use the Member Type menu to view records by specific member type.
Add Membe
Member Type dropdown menu
Member Type
All
All Memberships
Member Name link
Name
Organization
Date Joined
Jane Smith
Director of Research
Prevention Specialists, Inc
10/10/2009
Matthew Gilmore
Data Analyst
SA and Mental Health Commission
10/17/2009
Kimberly Cooper
President
Local PTA
12/22/2009
Henry Stewart
Prevention Coordinator
Allegheny Youth Council
6/1/2010
Janet Hillman
Director
Allegheny Youth Council
7/21/2010
Crystal Stewart
Program Director
South Higgins Community Development
2/1/2011

Sample screenshot displaying the Advisory Council and SEW Membership Listing Page

Deleting an Advisory Council or SEW Membership

1. Click **Capacity** from the Menu.
2. Click **Advisory Council and SEW Membership** from the Capacity Landing Page.
3. If desired, use the **Member Type** dropdown menu to narrow the list of members to a specific membership type.
4. From the Listing Page, select the member you wish to delete by clicking the appropriate Member Name.
5. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
6. The record will be removed from the grid.



Sample screenshot displaying the Advisory Council and SEW Membership Edit Form

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Advisory Council and SEW Meetings

The Advisory Council and SEW Meetings module allows the user to add information related to Advisory Council and SEW Meetings.

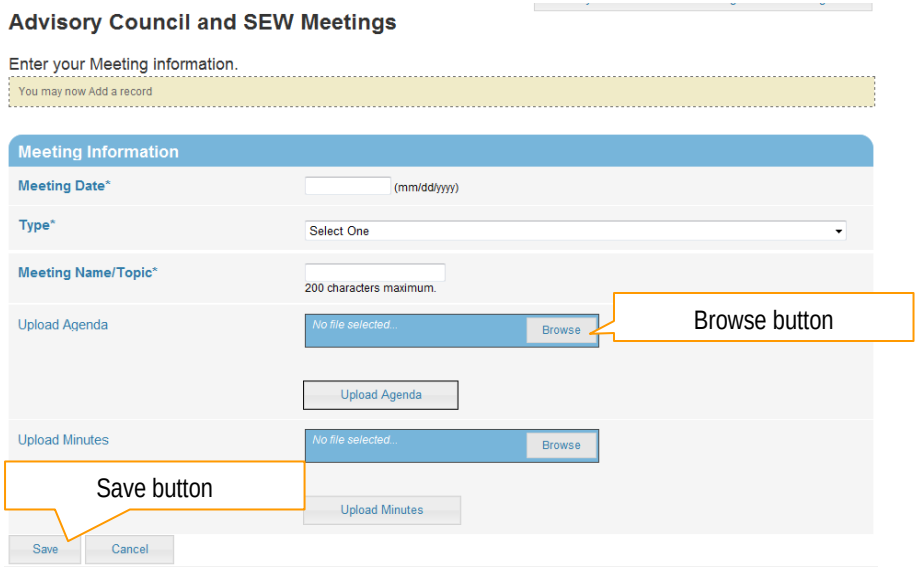
Adding an Advisory Council or SEW Meeting

1. Click **Capacity** from the Menu.
2. Click **Advisory Council and SEW Meeting** from the Capacity Landing Page.
3. Click the Add Meeting (**Add Meeting**) button.

Home
Capacity
Advisory Council and SEW Meetings
Advisory Council and SEW Meetings Online Training Video
Advisory Council and SEW Meetings
Use this section to enter information related to advisory council and SEW group meetings. Each meeting will be listed in the table below. Use the table heading links to sort meetings by column. Click the Add Meeting button to add a new meeting or click on the to edit or delete a record.
Add Meeting
Add Meeting button
Type
Meeting Name/Topic
Meeting Date
SEW
Tentative Schedule of SEW Activities
10/25/2009
Project Advisory Council
Weekly PAC Meeting
1/19/2010
Project Advisory Council
Weekly PAC Meeting
7/13/2010
Project Advisory Council
Action Plan Development
2/2/2011

Sample screenshot displaying the Advisory Council and SEW Meetings Listing Page

4. Enter the date the meeting occurred in the **Meeting Date*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.)
5. Select the type of meeting form the **Type*** dropdown menu.
    a. If *Other* is selected, enter the meeting type in the **Specify Other Type*** text box.
6. Enter a meeting name or topic in the **Meeting Name/Topic*** text box.
7. To upload an agenda, perform the following steps:
    a. Click the Browse (**Browse**) button.
    b. Select the document you wish to upload from the **Choose File** window and click the Open (**Open**) button.
    c. The file path will appear in the **Upload Agenda** text box.
    *Note: For instructions on how to view the uploaded document, see the Editing an Advisory Council or SEW Meeting section of this manual.
8. To upload a document on Minutes, repeat 7 a. and b.
9. Click the Save (**Save**) button.
    *Note: Click the Cancel (**Cancel**) button to cancel this entry.



Screenshot displaying the Advisory Council and SEW Meetings Edit Form

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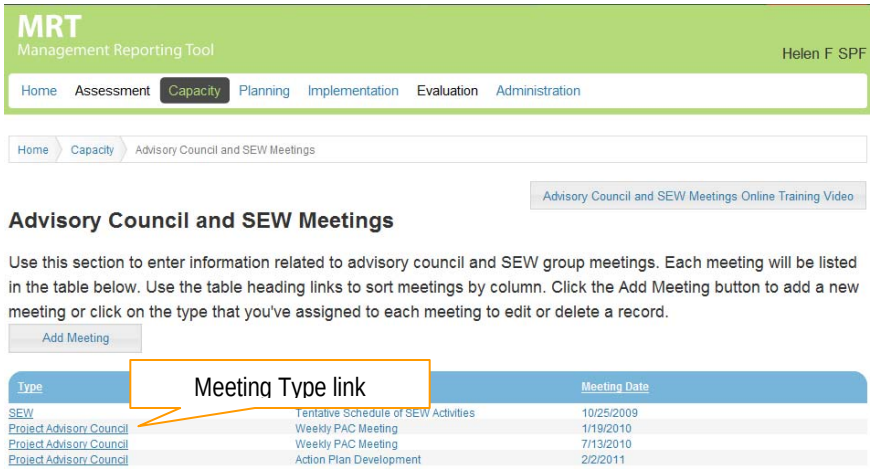
Editing an Advisory Council or SEW Meeting

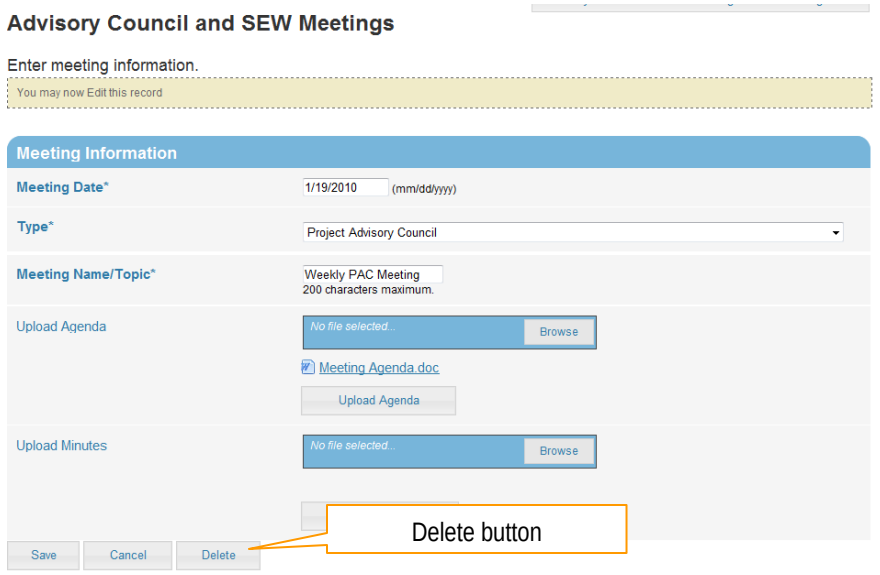
1. Click **Capacity** from the Menu.
2. Click **Advisory Council and SEW Meeting** from the Capacity Landing Page.
3. From the Listing Page, select the meeting you wish to edit by clicking the appropriate Meeting Type.
4. To view a document that has been uploaded, click the appropriate document name.
5. Make any changes needed to the form.
6. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.

Deleting an Advisory Council or SEW Meeting

1. Click **Capacity** from the Menu.
2. Click **Advisory Council and SEW Meeting** from the Capacity Landing Page.
3. From the Listing Page, select the meeting you wish to delete by clicking the appropriate Meeting Type.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.


MRT
Management Reporting Tool
Helen F SPF
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Capacity
Advisory Council and SEW Meetings
Advisory Council and SEW Meetings Online Training Video
Advisory Council and SEW Meetings
Use this section to enter information related to advisory council and SEW group meetings. Each meeting will be listed in the table below. Use the table heading links to sort meetings by column. Click the Add Meeting button to add a new meeting or click on the type that you've assigned to each meeting to edit or delete a record.
Add Meeting
Meeting Type link
Type
Meeting Date
SEW
Tentative Schedule of SEW Activities
10/25/2009
Project Advisory Council
Weekly PAC Meeting
1/19/2010
Project Advisory Council
Weekly PAC Meeting
7/13/2010
Project Advisory Council
Action Plan Development
2/2/2011

Sample screenshot displaying the Advisory Council and SEW Meetings Listing Page



Sample screenshot displaying the Advisory Council and SEW Meetings Edit Form

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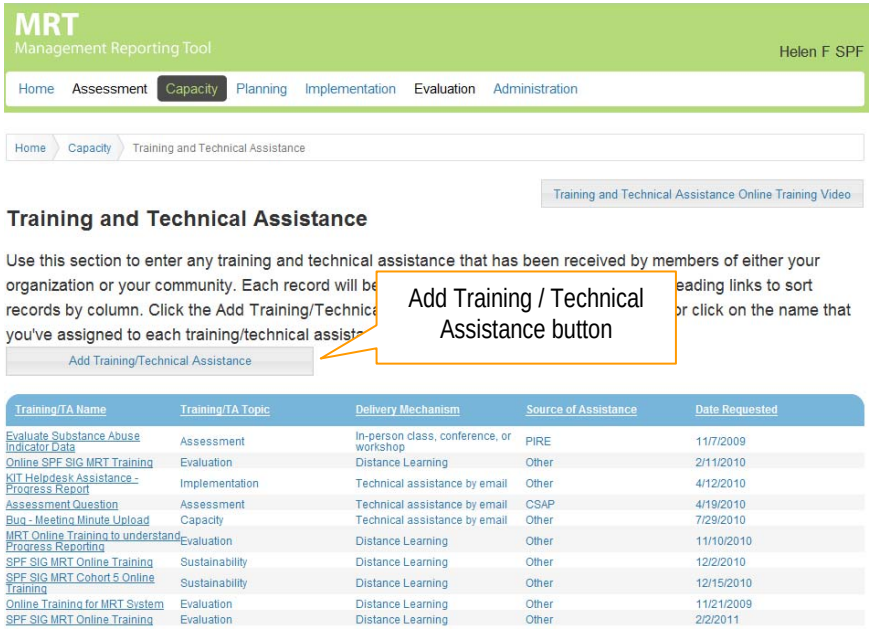
Training and Technical Assistance

The Training and Technical Assistance module allows the user to record any training and/or technical assistance that has been received by members of either your organization or your community.

Adding a Training or Technical Assistance

1. Click **Capacity** from the Menu.
2. Click **Training and Technical Assistance** from the Capacity Landing Page.
3. Click the Add Training/Technical Assistance (**Add Training/Technical Assistance**) button.



Sample screenshot displaying the Training and Technical Assistance Listing Page

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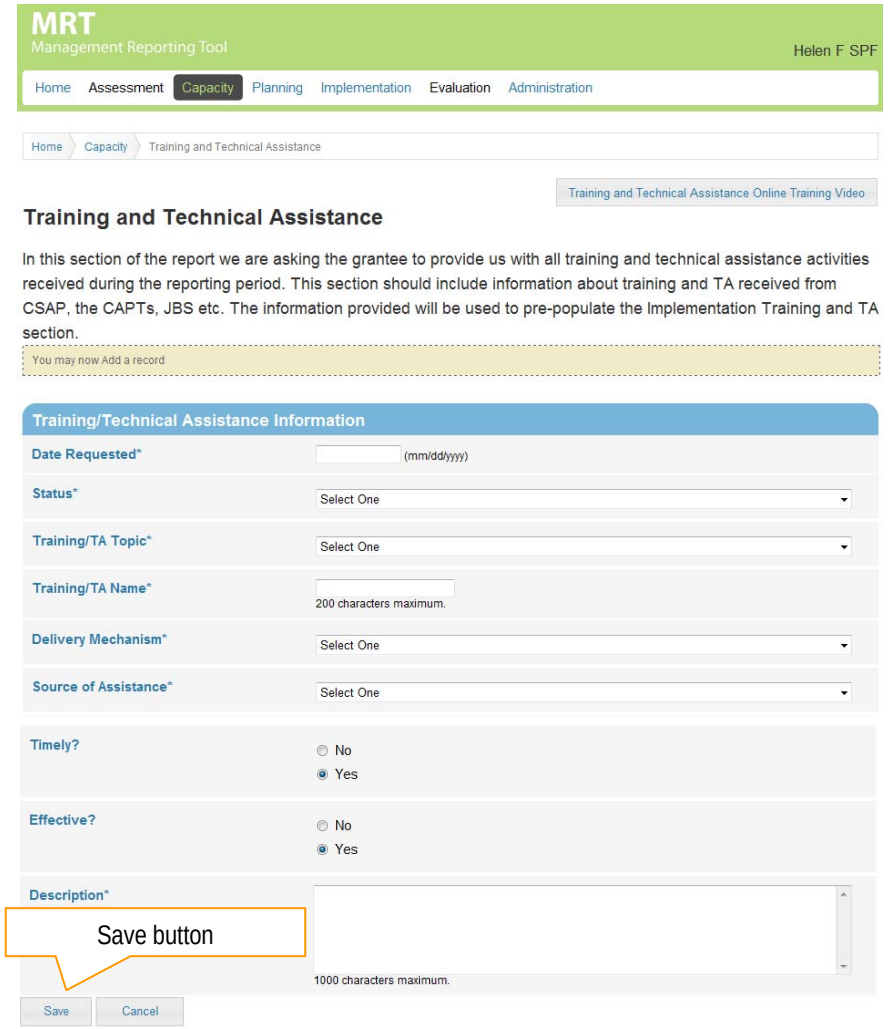
4. Enter the date the training or technical assistance is being requested for in the **Date Requested*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.)
5. Select the status of the training or technical assistance from the **Status*** dropdown menu.
    a. If *Closed* is selected, enter the date in the **Date Closed*** text box.
6. Select the training topic from the **Training/TA Topic*** dropdown menu.
7. Enter a name for the training or technical assistance in the **Training/TA Name*** text box.
8. Select how the training or technical assistance will be given from the **Delivery Mechanism*** dropdown menu.
9. Select who provided the training or technical assistance from the **Source of Assistance*** dropdown menu.
    a. If *Other* is selected, enter the name of the source in the **Specify Other Source of Assistance*** text box.
10. Use the radio buttons to select if the training or technical assistance provided was **Timely?**.
11. Use the radio buttons to select if the training or technical assistance provided was **Effective?**.
12. Enter details about the training or technical assistance in the **Description*** text box.
13. Click the Save (**Save**) button.
*Note: Click the Cancel (**Cancel**) button to cancel this entry.

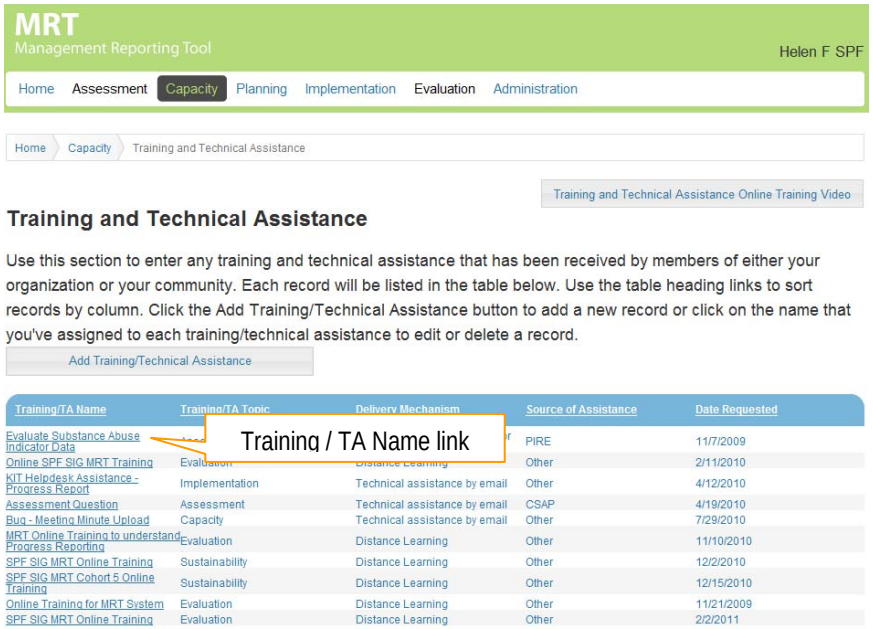


Screenshot displaying the Training and Technical Assistance Edit Form

 © KIT Solutions® 2011

Editing a Training or Technical Assistance

1. Click **Capacity** from the Menu.
2. Click **Training and Technical Assistance** from the Capacity Landing Page.
3. From the Listing Page, select the training or technical assistance you wish to edit by clicking the appropriate Training/TA Name.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.



Sample screenshot displaying the Training and Technical Assistance Listing Page

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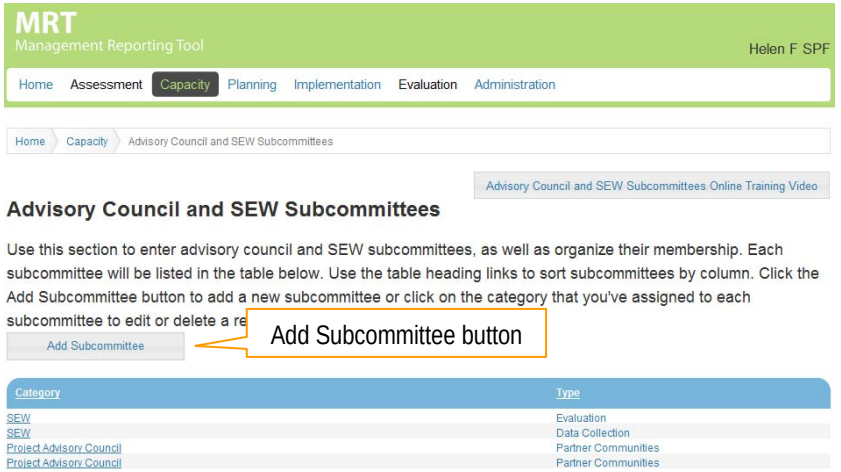
Advisory Council and SEW Subcommittees

The Advisory Council and SEW Subcommittees module allows the user to create Advisory Council and SEW Subcommittees, as well as organize their memberships.

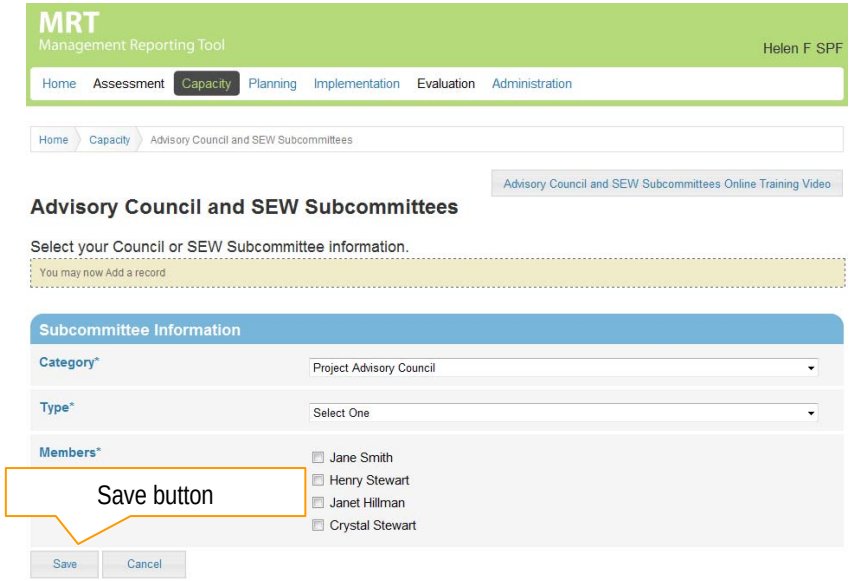
Adding an Advisory Council or SEW Subcommittee

1. Click **Capacity** from the Menu.
2. Click **Advisory Council and SEW Subcommittees** from the Capacity Landing Page.
3. Click the Add Subcommittee (**Add Subcommittee**) button.


MRT
Management Reporting Tool
Helen F SPF
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Capacity
Advisory Council and SEW Subcommittees
Advisory Council and SEW Subcommittees Online Training Video
Advisory Council and SEW Subcommittees
Use this section to enter advisory council and SEW subcommittees, as well as organize their membership. Each subcommittee will be listed in the table below. Use the table heading links to sort subcommittees by column. Click the Add Subcommittee button to add a new subcommittee or click on the category that you've assigned to each subcommittee to edit or delete a re
Add Subcommittee
Add Subcommittee button
Category
Type
SEW
Evaluation
SEW
Data Collection
Project Advisory Council
Partner Communities
Project Advisory Council
Partner Communities

Sample screenshot displaying the Advisory Council and SEW Subcommittees Listing Page

4. Select the category type for the subcommittee from the **Category*** dropdown menu.
   *Note: You will not be able to add subcommittees for members that were entered as *Other*.
5. Select the type of subcommittee from the **Type*** dropdown menu.
   a. If *Other* is selected, enter the type in the **Specify Other Type*** text box.
6. Use the checkboxes to select the **Members*** for the subcommittee.
7. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.



Sample screenshot displaying the Advisory Council and SEW Subcommittees Edit Form

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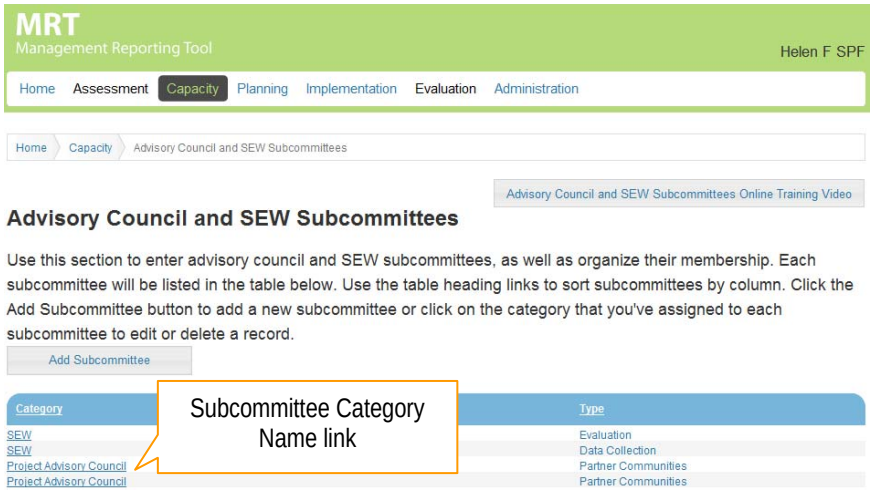
Editing an Advisory Council or SEW Subcommittee

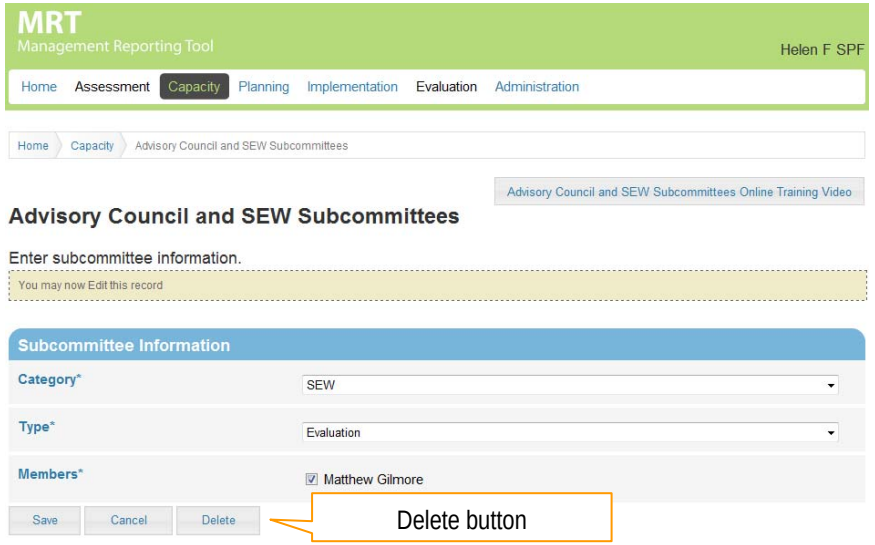
1. Click **Capacity** from the Menu.
2. Click **Advisory Council and SEW Subcommittees** from the Capacity Landing Page.
3. From the Listing Page, select the subcommittee you wish to edit by clicking the appropriate subcommittee Category name.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.


MRT
Management Reporting Tool
Helen F SPF
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Capacity
Advisory Council and SEW Subcommittees
Advisory Council and SEW Subcommittees Online Training Video
Advisory Council and SEW Subcommittees
Use this section to enter advisory council and SEW subcommittees, as well as organize their membership. Each subcommittee will be listed in the table below. Use the table heading links to sort subcommittees by column. Click the Add Subcommittee button to add a new subcommittee or click on the category that you've assigned to each subcommittee to edit or delete a record.
Add Subcommittee
Category
Type
SEW
Evaluation
SEW
Data Collection
Project Advisory Council
Partner Communities
Project Advisory Council
Partner Communities
Subcommittee Category Name link

Sample screenshot displaying the Advisory Council and SEW Subcommittees Listing Page

Deleting an Advisory Council or SEW Subcommittee

1. Click **Capacity** from the Menu.
2. Click **Advisory Council and SEW Subcommittees** from the Capacity Landing Page.
3. From the Listing Page, select the subcommittee you wish to delete by clicking the appropriate Subcommittee name.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.



Sample screenshot displaying the Advisory Council and SEW Subcommittees Edit Form

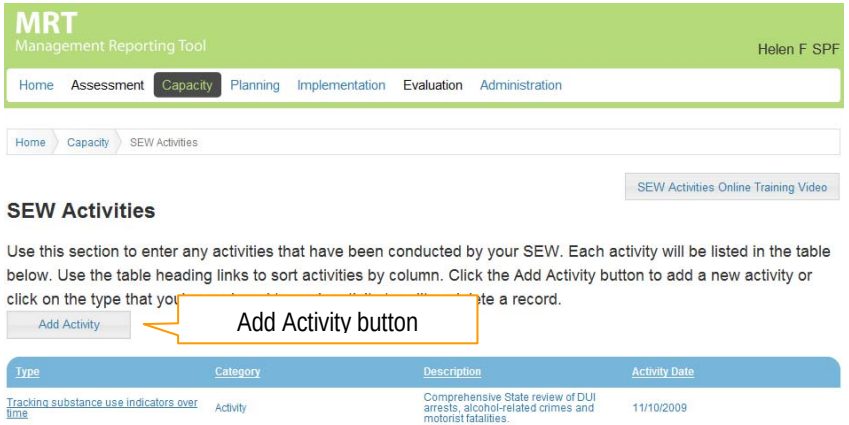
© KIT Solutions® 2011

SEW Activities

The SEW Activities module allows the user to record any activities that have been conducted by your State Epidemiological Workgroup (SEW).

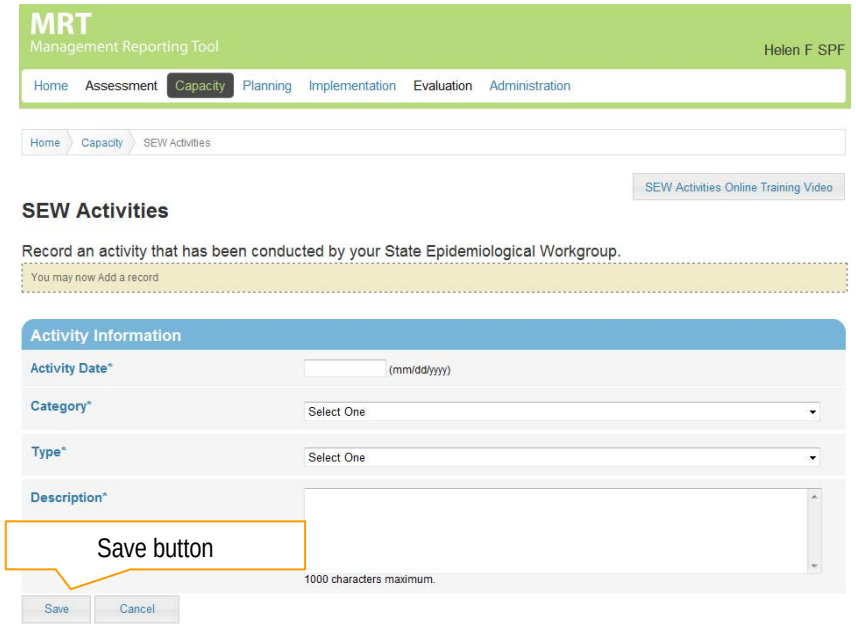
Adding an SEW Activity

1. Click **Capacity** from the Menu.
2. Click **SEW Activities** from the Capacity Landing Page.
3. Click the Add Activity (**Add Activity**) button.



Sample screenshot displaying the SEW Activities Listing Page

4. Enter the date of the activity in the **Activity Date*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.)
5. Select the category for the activity from the **Category*** dropdown menu.
6. Select the type of activity from the **Type*** dropdown menu.
7. Enter details about the activity in the **Description*** text box.
8. Click the Save (**Save**) button.
   ***Note**: Click the Cancel (**Cancel**) button to cancel this entry.

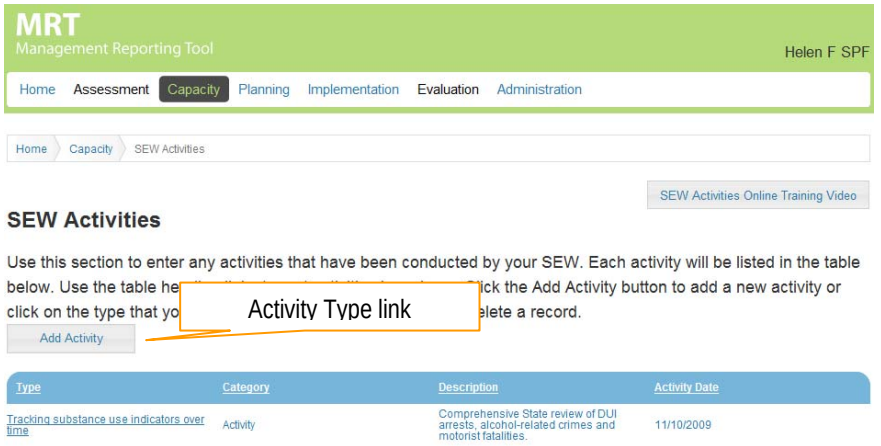


Screenshot displaying the SEW Activities Edit Form

© KIT Solutions® 2011

Editing an SEW Activity

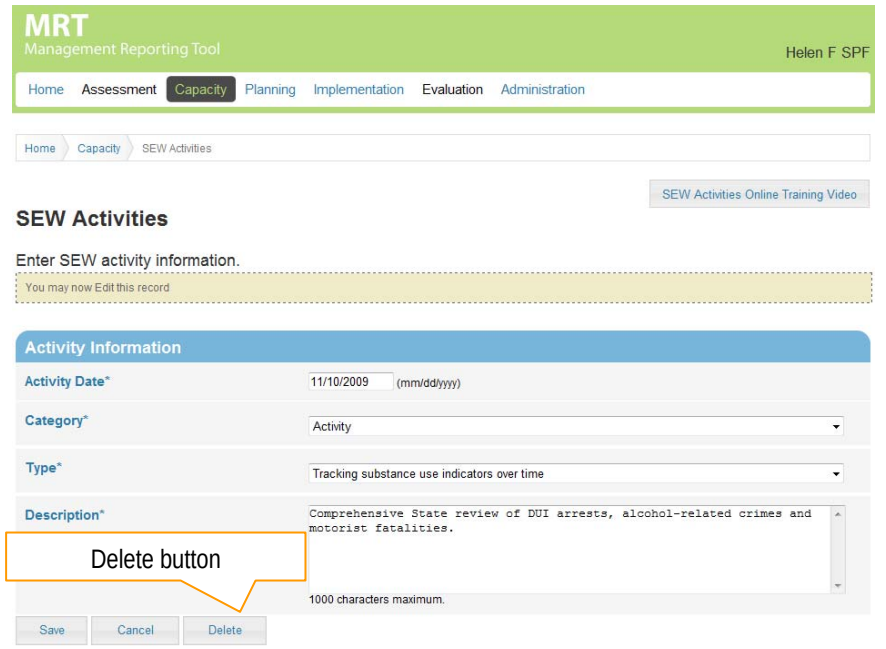
1. Click **Capacity** from the Menu.
2. Click **SEW Activities** from the Capacity Landing Page.
3. From the Listing Page, select the activity you wish to edit by clicking the appropriate activity Type.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.



Sample screenshot displaying the SEW Activities Listing Page

Deleting an SEW Activity

1. Click **Capacity** from the Menu.
2. Click **SEW Activities** from the Capacity Landing Page.
3. From the Listing Page, select the activity you wish to delete by clicking the appropriate activity Type.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.



Sample screenshot displaying the SEW Activities Edit Form

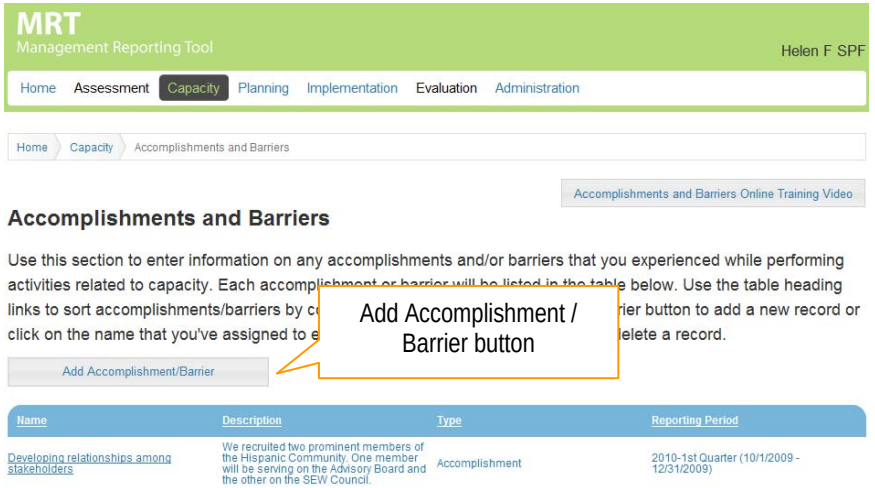
© KIT Solutions® 2011

Accomplishments and Barriers

The Accomplishments and Barriers module allows the user to track their accomplishments and barriers related to capacity.

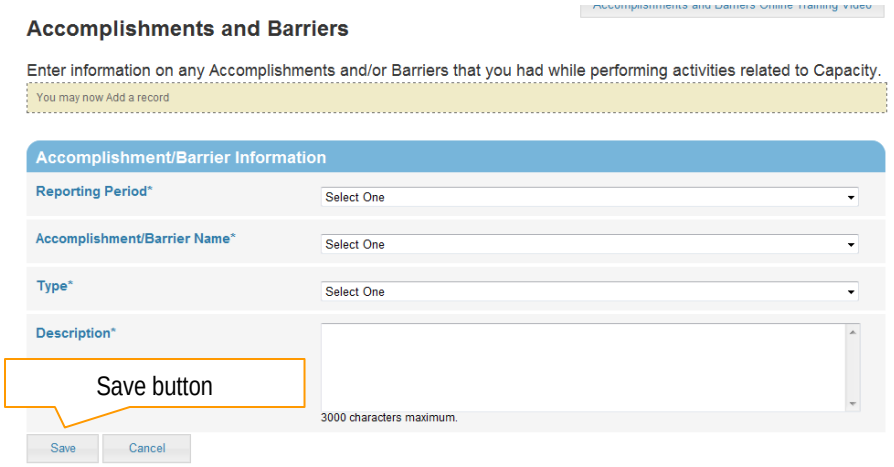
Adding an Accomplishment or Barrier

1. Click **Capacity** from the Menu.
2. Click **Accomplishments and Barriers** from the Capacity Landing Page.
3. Click the Add Accomplishment/Barrier (**Add Accomplishment/Barrier**) button.


MRT
Management Reporting Tool
Helen F SPF
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Capacity
Accomplishments and Barriers
Accomplishments and Barriers Online Training Video
Accomplishments and Barriers
Use this section to enter information on any accomplishments and/or barriers that you experienced while performing activities related to capacity. Each accomplishment or barrier will be listed in the table below. Use the table heading links to sort accomplishments/barriers by c
rier button to add a new record or click on the name that you've assigned to e
elete a record.
Add Accomplishment / Barrier button
Add Accomplishment/Barrier
Name
Description
Type
Reporting Period
Developing relationships among stakeholders
We recruited two prominent members of the Hispanic Community. One member will be serving on the Advisory Board and the other on the SEW Council.
Accomplishment
2010-1st Quarter (10/1/2009 - 12/31/2009)

Sample screenshot displaying the Accomplishments and Barriers Listing Page

4. Select the reporting period this accomplishment or barrier occurred in from the **Reporting Period*** dropdown list.
5. Select a name form the accomplishment or barrier from the **Accomplishment/Barrier Name*** dropdown menu.
6. Select ***Accomplishment*** or ***Barrier*** from the **Type*** dropdown menu.
7. Enter details about the accomplishment or barrier in the **Description*** text box.
8. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.



Screenshot displaying the Accomplishments and Barriers Edit Form

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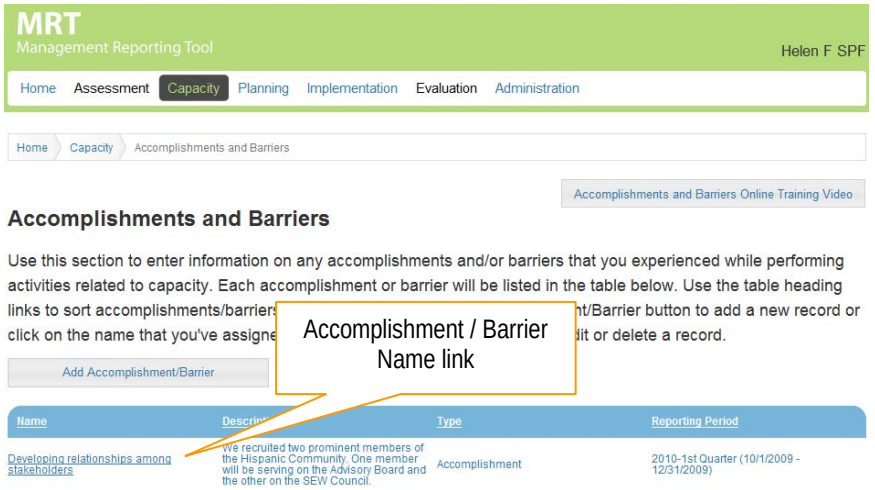
Editing an Accomplishment or Barrier

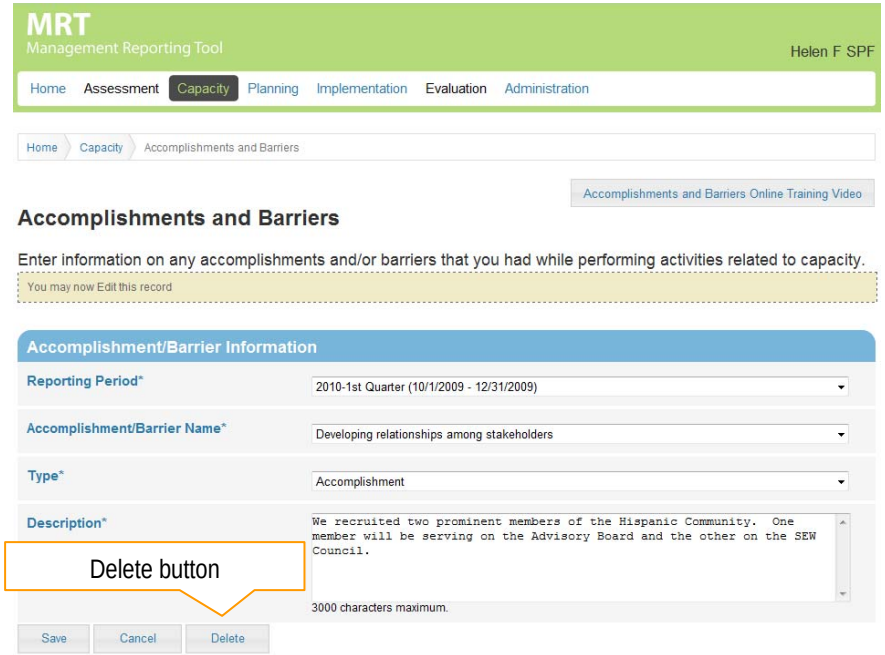
1. Click **Capacity** from the Menu.
2. Click **Accomplishments and Barriers** from the Capacity Landing Page.
3. From the Listing Page, select the accomplishment or barrier you wish to edit by clicking the appropriate accomplishment/barrier Name.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.


MRT
Management Reporting Tool
Helen F SPF
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Capacity
Accomplishments and Barriers
Accomplishments and Barriers Online Training Video
Accomplishments and Barriers
Use this section to enter information on any accomplishments and/or barriers that you experienced while performing activities related to capacity. Each accomplishment or barrier will be listed in the table below. Use the table heading links to sort accomplishments/barriers
t/Barrier button to add a new record or click on the name that you've assigne
it or delete a record.
Accomplishment / Barrier Name link
Add Accomplishment/Barrier
Name
Type
Reporting Period
Developing relationships among stakeholders
We recruited two prominent members of the Hispanic Community. One member will be serving on the Advisory Board and the other on the SEW Council.
Accomplishment
2010-1st Quarter (10/1/2009 - 12/31/2009)

Sample screenshot displaying the Accomplishments and Barriers Listing Page

Deleting an Accomplishment or Barrier

1. Click **Capacity** from the Menu.
2. Click **Accomplishments and Barriers** from the Capacity Landing Page.
3. From the Listing Page, select the accomplishment or barrier you wish to delete by clicking the appropriate accomplishment/barrier Name.
4. Click the Delete (**Delete**) button.
   Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.



Sample screenshot displaying the Accomplishments and Barriers Edit Form

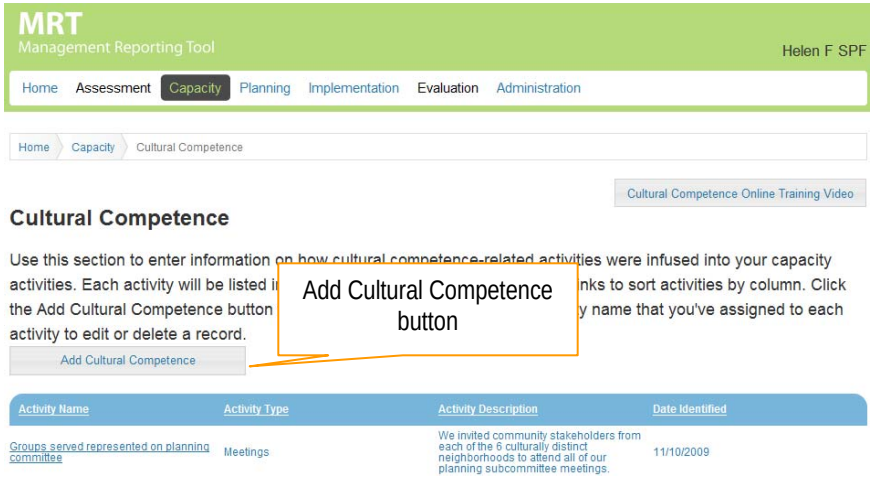
© KIT Solutions® 2011

Cultural Competence

The Cultural Competence module allows the user to add how cultural competence-related activities were infused into your capacity activities.

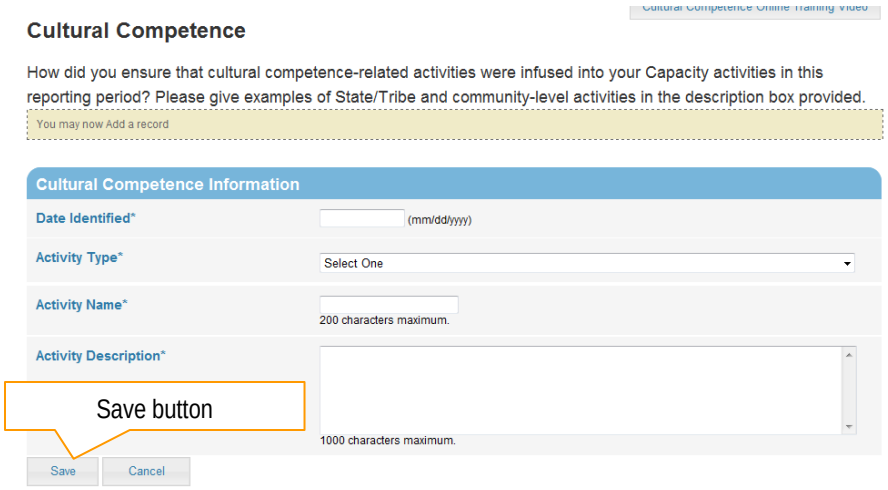
Adding a Cultural Competence-related Activity

1. Click **Capacity** from the Menu.
2. Click **Cultural Competence** from the Capacity Landing Page.
3. Click the Add Cultural Competence (**Add Cultural Competence**) button.


MRT
Management Reporting Tool
Helen F SPF
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Capacity
Cultural Competence
Cultural Competence Online Training Video
Cultural Competence
Use this section to enter information on how cultural competence-related activities were infused into your capacity activities. Each activity will be listed i
nks to sort activities by column. Click the Add Cultural Competence button
y name that you've assigned to each activity to edit or delete a record.
Add Cultural Competence button
Add Cultural Competence
Activity Name
Activity Type
Activity Description
Date Identified
Groups served represented on planning committee
Meetings
We invited community stakeholders from each of the 6 culturally distinct neighborhoods to attend all of our planning subcommittee meetings.
11/10/2009

Sample screenshot displaying the Cultural Competence Listing Page

4. Enter the date identified from the **Date Identified*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.)
5. Select an activity from the **Activity Type*** dropdown menu.
    a. If *Other* is selected, enter the activity type in the **Specify Other Activity Type*** text box.
6. Enter a name for the activity in the **Activity Name*** text box.
7. Enter details about the activity in the **Activity Description*** text box.
8. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.


Cultural Competence
How did you ensure that cultural competence-related activities were infused into your Capacity activities in this reporting period? Please give examples of State/Tribe and community-level activities in the description box provided.
You may now Add a record
Cultural Competence Information
Date Identified*
(mm/dd/yyyy)
Activity Type*
Select One
Activity Name*
200 characters maximum.
Activity Description*
Save button
1000 characters maximum.
Save
Cancel

Screenshot displaying the Cultural Competence Edit Form

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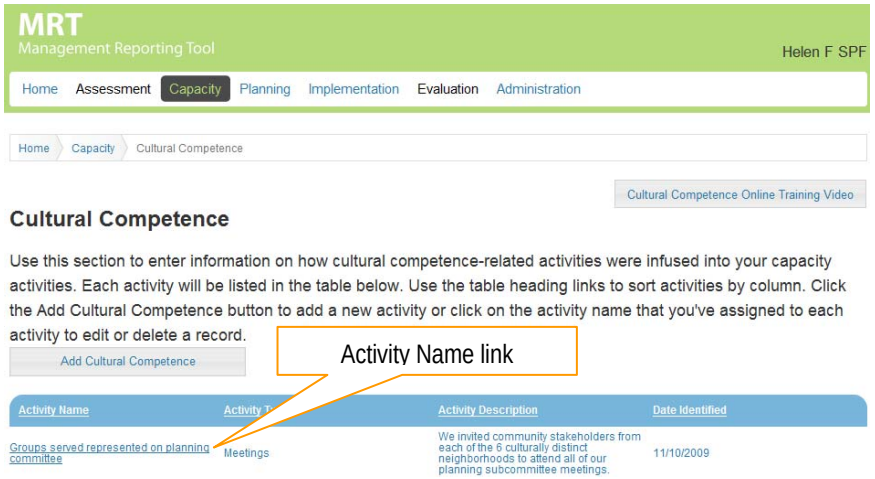
Editing a Cultural Competence-related Activity

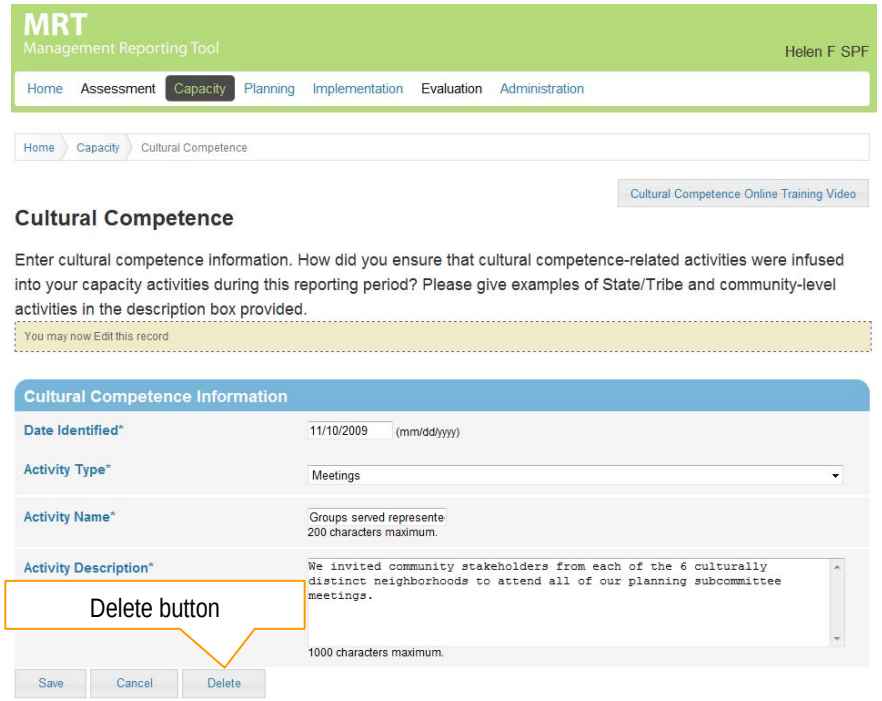
1. Click **Capacity** from the Menu.
2. Click **Cultural Competence** from the Capacity Landing Page.
3. From the Listing Page, select the cultural competence activity you wish to edit by clicking the appropriate Activity Name.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.


MRT
Management Reporting Tool
Helen F SPF
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Capacity
Cultural Competence
Cultural Competence Online Training Video
Cultural Competence
Use this section to enter information on how cultural competence-related activities were infused into your capacity activities. Each activity will be listed in the table below. Use the table heading links to sort activities by column. Click the Add Cultural Competence button to add a new activity or click on the activity name that you've assigned to each activity to edit or delete a record.
Add Cultural Competence
Activity Name link
Activity Name
Activity Description
Date Identified
Groups served represented on planning committee
Meetings
We invited community stakeholders from each of the 6 culturally distinct neighborhoods to attend all of our planning subcommittee meetings.
11/10/2009

Sample screenshot displaying the Cultural Competence Listing Page

Deleting a Cultural Competence-related Activity

1. Click **Capacity** from the Menu.
2. Click **Cultural Competence** from the Capacity Landing Page.
3. From the Listing Page, select the cultural competence activity you wish to delete by clicking the appropriate Activity Name.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.



Sample screenshot displaying the Cultural Competence Edit Form

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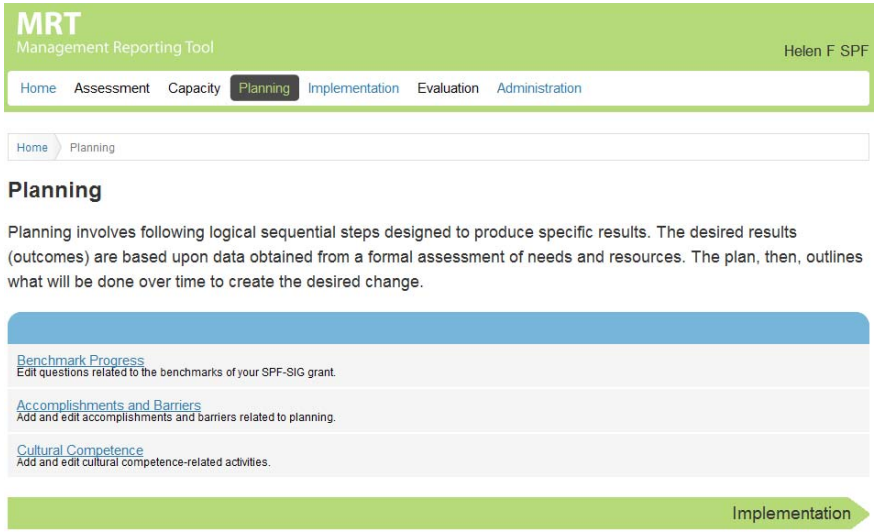
PLANNING

Within the Planning module, a user is able to perform the following tasks:

1. Enter and edit Benchmark Progress.
2. Enter, edit and delete Accomplishments and Barriers related to Planning.
3. Enter, edit and delete Cultural Competence related to Planning.


MRT
Management Reporting Tool
Helen F SPF
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Planning
Planning
Planning involves following logical sequential steps designed to produce specific results. The desired results (outcomes) are based upon data obtained from a formal assessment of needs and resources. The plan, then, outlines what will be done over time to create the desired change.
Benchmark Progress
Edit questions related to the benchmarks of your SPF-SIG grant.
Accomplishments and Barriers
Add and edit accomplishments and barriers related to planning.
Cultural Competence
Add and edit cultural competence-related activities.
Implementation

Screenshot displaying the Planning Landing Page

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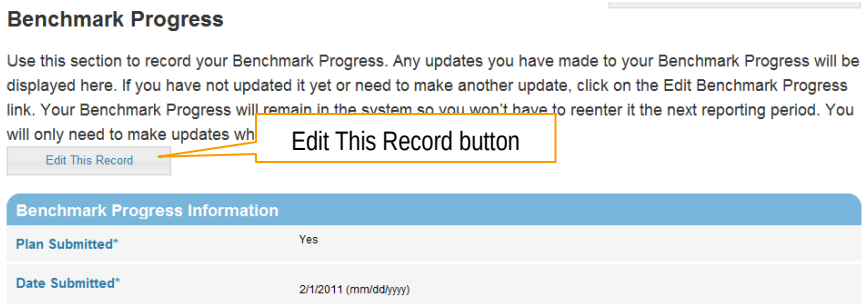
Benchmark Progress

The Benchmark Progress module allows the user to record and edit the Benchmark Progress. The Benchmark Progress form is a Single Form View Listing Page. Any updates that are made to the Benchmark Progress will be displayed.

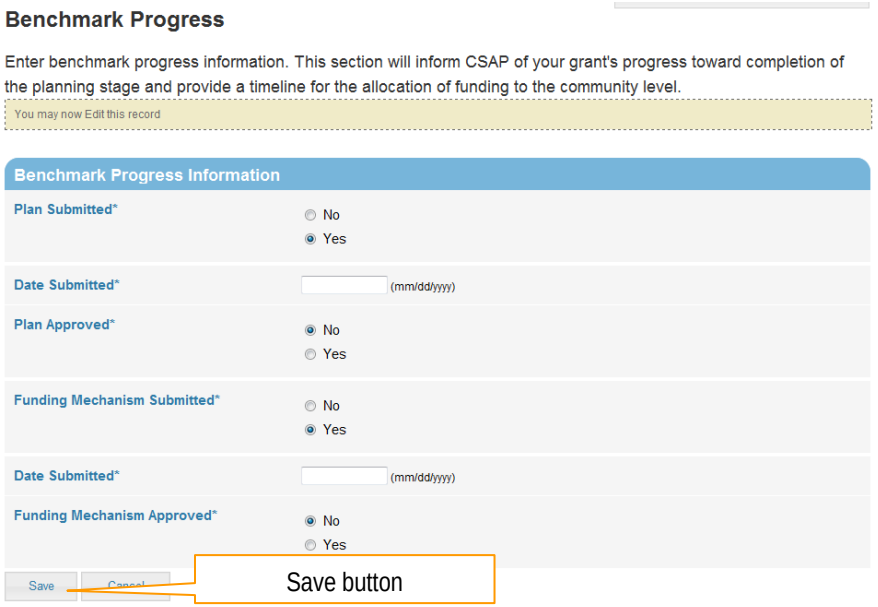
Updating the Benchmark Progress

1. Click **Planning** from the Menu.
2. Click **Benchmark Progress** from the Planning Landing Page.
3. Click the Edit This Record (**Edit This Record**) button.


Benchmark Progress
Use this section to record your Benchmark Progress. Any updates you have made to your Benchmark Progress will be displayed here. If you have not updated it yet or need to make another update, click on the Edit Benchmark Progress link. Your Benchmark Progress will remain in the system so you won't have to reenter it the next reporting period. You will only need to make updates wh
Edit This Record
Edit This Record button
Benchmark Progress Information
Plan Submitted*
Yes
Date Submitted*
2/1/2011 (mm/dd/yyyy)

Sample screenshot of the Benchmark Progress Listing Page

4. Use the **Plan Submitted*** radio buttons to answer if the plan has been submitted.
    a. If *Yes* is selected, enter the **Date Submitted*** as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.)
5. Use the **Plan Approved*** radio buttons to answer if the plan has been approved yet.
    a. If *Yes* is selected, enter the **Date Submitted*** as mm/dd/yyyy or use the Calendar feature to select the date.
6. Use the **Funding Mechanism Submitted*** radio buttons to answer if your funding has been submitted.
    a. If *Yes* is selected, enter the **Date Submitted*** as mm/dd/yyyy or use the Calendar feature to select the date.
7. Use the **Funding Mechanism Approved*** radio buttons to answer if your funding has been approved yet.
    a. If *Yes* is selected, enter the **Date Submitted*** as mm/dd/yyyy or use the Calendar feature to select the date.
8. Click the Save (**Save**) button.
*Note: Click the Cancel (**Cancel**) button to cancel this entry.



Sample screenshot displaying the Benchmark Progress Edit Form

© KIT Solutions® 2011

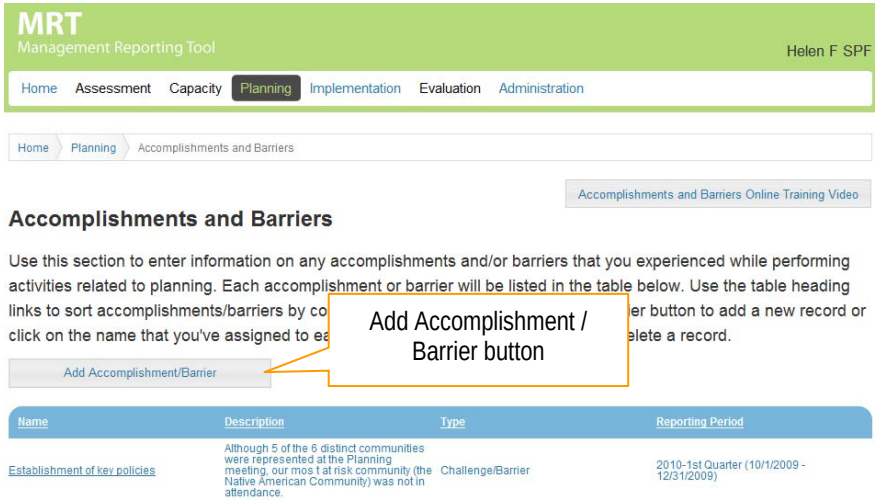
Accomplishments and Barriers

The Accomplishments and Barriers module allows the user to track their accomplishments and barriers related to planning.

Adding an Accomplishment or Barrier

1. Click **Planning** from the Menu.
2. Click **Accomplishments and Barriers** from the Planning Landing Page.
3. Click the

(**Add Accomplishment/Barrier**) button.

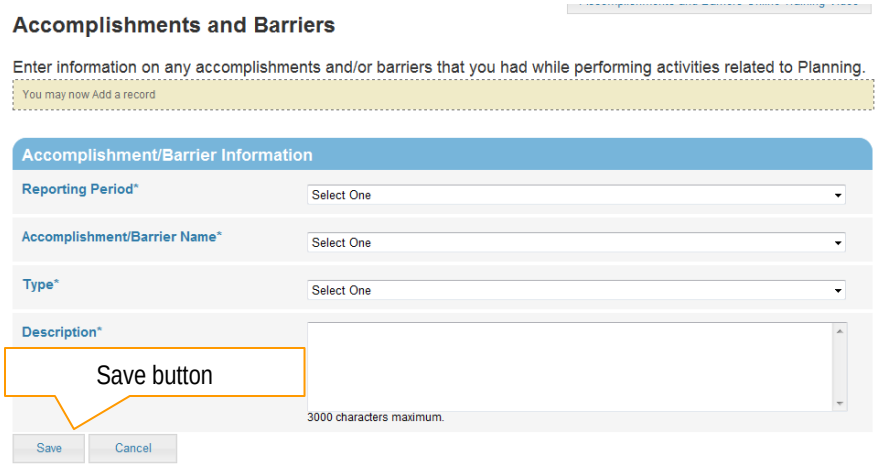

MRT
Management Reporting Tool
Helen F SPF
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Planning
Accomplishments and Barriers
Accomplishments and Barriers Online Training Video
Accomplishments and Barriers
Use this section to enter information on any accomplishments and/or barriers that you experienced while performing activities related to planning. Each accomplishment or barrier will be listed in the table below. Use the table heading links to sort accomplishments/barriers by co
er button to add a new record or click on the name that you've assigned to ea
elete a record.
Add Accomplishment / Barrier button
Add Accomplishment/Barrier
Name
Description
Type
Reporting Period
Establishment of key policies
Although 5 of the 6 distinct communities were represented at the Planning meeting, our mos t at risk community (the Native American Community) was not in attendance.
Challenge/Barrier
2010-1st Quarter (10/1/2009 - 12/31/2009)

Sample screenshot displaying the Accomplishments and Barriers Listing Page

4. Select the reporting period this accomplishment or barrier occurred in from the **Reporting Period*** dropdown list.
5. Select a name form the accomplishment or barrier from the **Accomplishment/Barrier Name*** dropdown menu.
6. Select ***Accomplishment*** or ***Barrier*** from the **Type*** dropdown menu.
7. Enter details about the accomplishment or barrier in the **Description*** text box.
8. Click the

(**Save**) button.
*Note: Click the

(**Cancel**) button to cancel this entry.

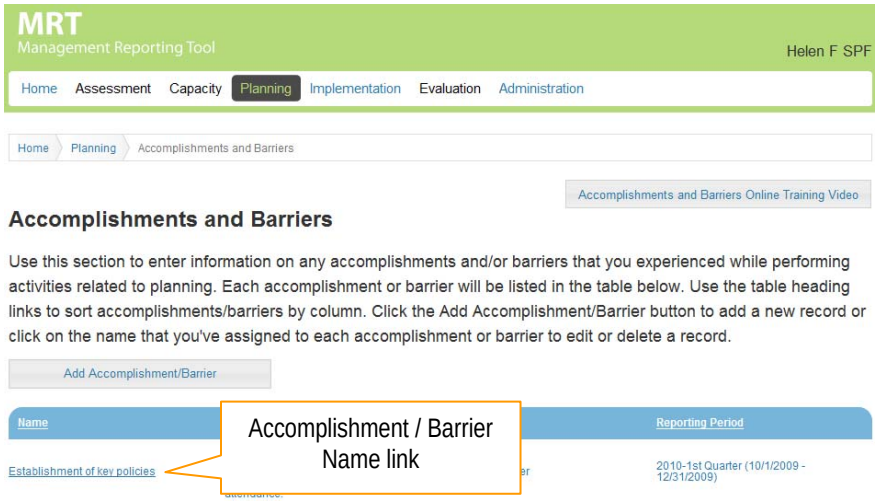


Screenshot displaying the Accomplishments and Barriers Edit Form

© KIT Solutions® 2011

Editing an Accomplishment or Barrier

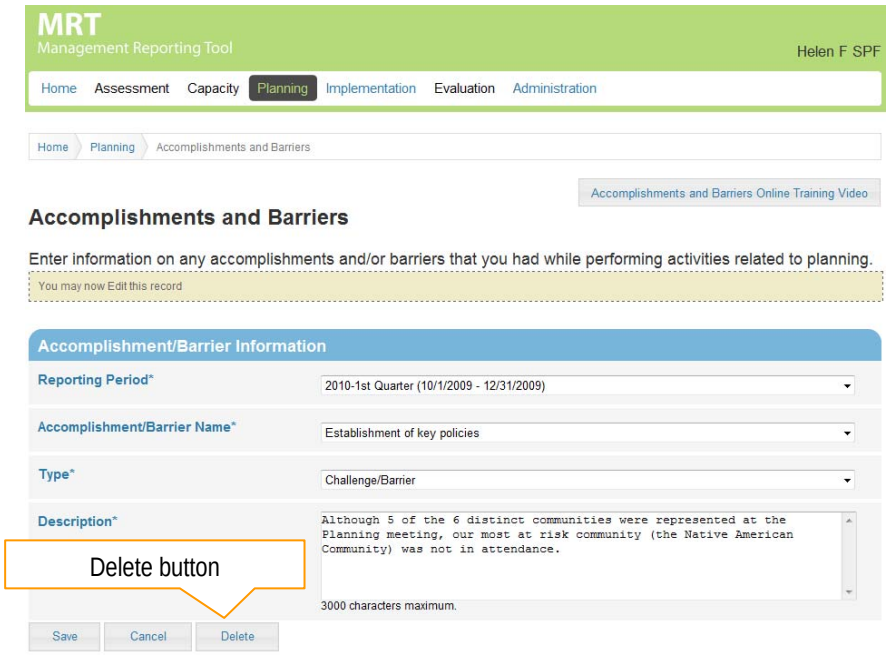
1. Click **Planning** from the Menu.
2. Click **Accomplishments and Barriers** from the Planning Landing Page.
3. From the Listing Page, select the accomplishment or barrier you wish to edit by clicking the appropriate accomplishment/barrier Name.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.


MRT
Management Reporting Tool
Helen F SPF
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Planning
Accomplishments and Barriers
Accomplishments and Barriers Online Training Video
Accomplishments and Barriers
Use this section to enter information on any accomplishments and/or barriers that you experienced while performing activities related to planning. Each accomplishment or barrier will be listed in the table below. Use the table heading links to sort accomplishments/barriers by column. Click the Add Accomplishment/Barrier button to add a new record or click on the name that you've assigned to each accomplishment or barrier to edit or delete a record.
Add Accomplishment/Barrier
Name
Reporting Period
Establishment of key policies
2010-1st Quarter (10/1/2009 - 12/31/2009)
Accomplishment / Barrier Name link

Sample screenshot displaying the Accomplishments and Barriers Listing Page

Deleting an Accomplishment or Barrier

1. Click **Planning** from the Menu.
2. Click **Accomplishments and Barriers** from the Planning Landing Page.
3. From the Listing Page, select the accomplishment or barrier you wish to delete by clicking the appropriate accomplishment/barrier Name.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.



Sample screenshot displaying the Accomplishments and Barriers Edit Form

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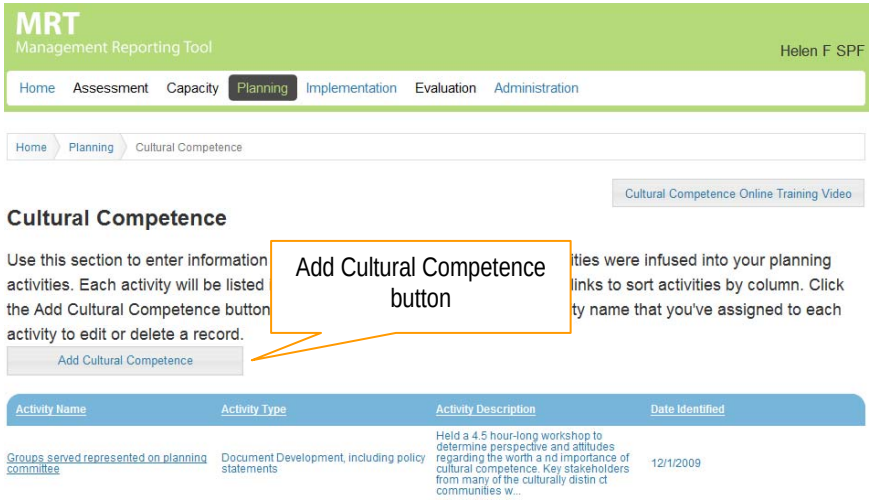
Cultural Competence

The Cultural Competence module allows the user to add how cultural competence-related activities were infused into your planning activities.

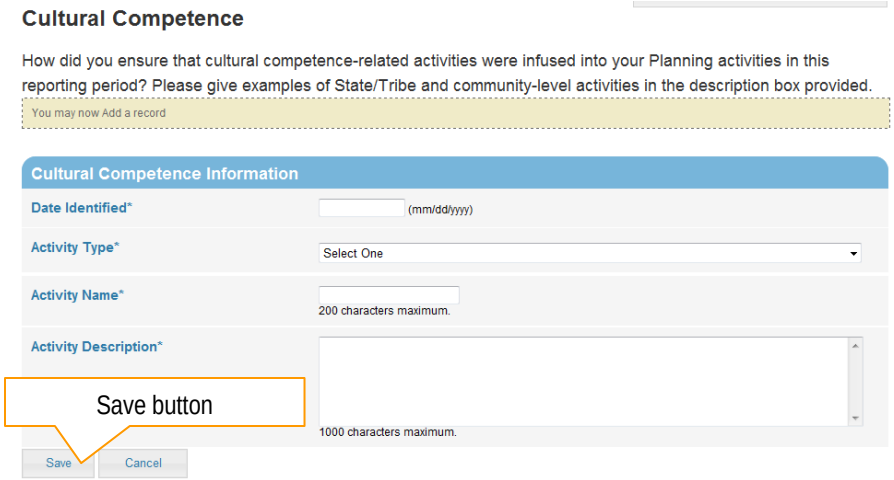
Adding a Cultural Competence-related Activity

1. Click **Planning** from the Menu.
2. Click **Cultural Competence** from the Planning Landing Page.
3. Click the Add Cultural Competence (**Add Cultural Competence**) button.



Sample screenshot displaying the Cultural Competence Listing Page

4. Enter the date identified from the **Date Identified*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.)
5. Select an activity from the **Activity Type*** dropdown menu.
   a. If *Other* is selected, enter the activity type in the **Specify Other Activity Type*** text box.
6. Enter a name for the activity in the **Activity Name*** text box.
7. Enter details about the activity in the **Activity Description*** text box.
8. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.


Cultural Competence
How did you ensure that cultural competence-related activities were infused into your Planning activities in this reporting period? Please give examples of State/Tribe and community-level activities in the description box provided.
You may now Add a record
Cultural Competence Information
Date Identified*
(mm/dd/yyyy)
Activity Type*
Select One
Activity Name*
200 characters maximum.
Activity Description*
1000 characters maximum.
Save button
Save
Cancel

Screenshot displaying the Cultural Competence Edit Form

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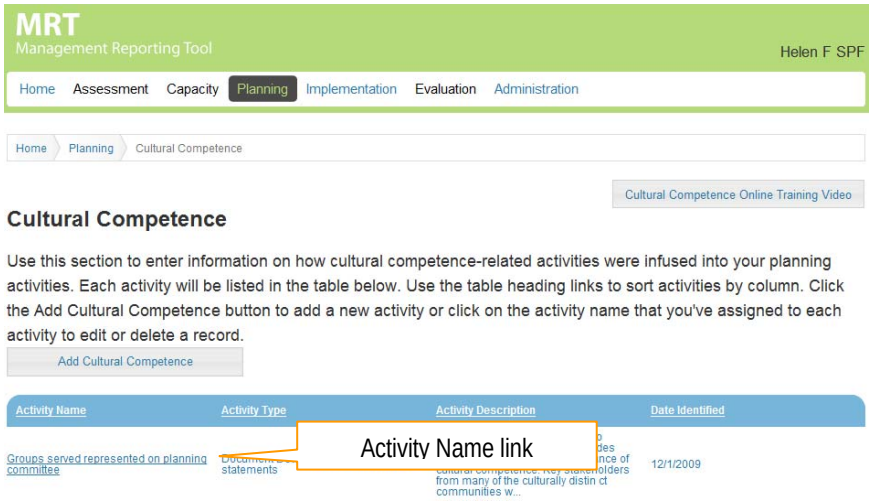
Editing a Cultural Competence-related Activity

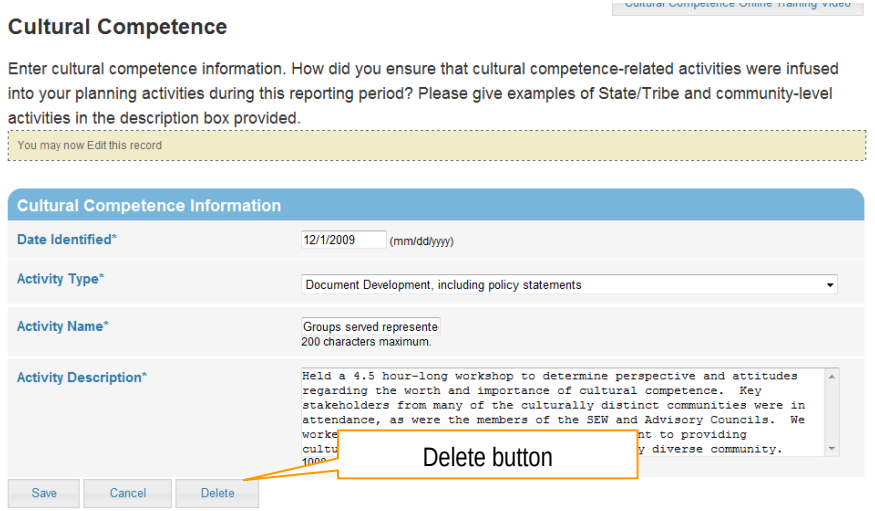
1. Click **Planning** from the Menu.
2. Click **Cultural Competence** from the Planning Landing Page.
3. From the Listing Page, select the cultural competence activity you wish to edit by clicking the appropriate Activity Name.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.

Deleting a Cultural Competence-related Activity

1. Click **Planning** from the Menu.
2. Click **Cultural Competence** from the Planning Landing Page.
3. From the Listing Page, select the cultural competence activity you wish to delete by clicking the appropriate Activity Name.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.


MRT
Management Reporting Tool
Helen F SPF
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Planning
Cultural Competence
Cultural Competence Online Training Video
Cultural Competence
Use this section to enter information on how cultural competence-related activities were infused into your planning activities. Each activity will be listed in the table below. Use the table heading links to sort activities by column. Click the Add Cultural Competence button to add a new activity or click on the activity name that you've assigned to each activity to edit or delete a record.
Add Cultural Competence
Activity Name
Activity Type
Activity Description
Date Identified
Groups served represented on planning committee
statements
12/1/2009
Activity Name link

Sample screenshot displaying the Cultural Competence Listing Page


Cultural Competence
Enter cultural competence information. How did you ensure that cultural competence-related activities were infused into your planning activities during this reporting period? Please give examples of State/Tribe and community-level activities in the description box provided.
You may now Edit this record
Cultural Competence Information
Date Identified*
12/1/2009
(mm/dd/yyyy)
Activity Type*
Document Development, including policy statements
Activity Name*
Groups served represente
200 characters maximum.
Activity Description*
Held a 4.5 hour-long workshop to determine perspective and attitudes regarding the worth and importance of cultural competence. Key stakeholders from many of the culturally distinct communities were in attendance, as were the members of the SEW and Advisory Councils. We
Delete button
Save
Cancel
Delete

Sample screenshot displaying the Cultural Competence Edit Form

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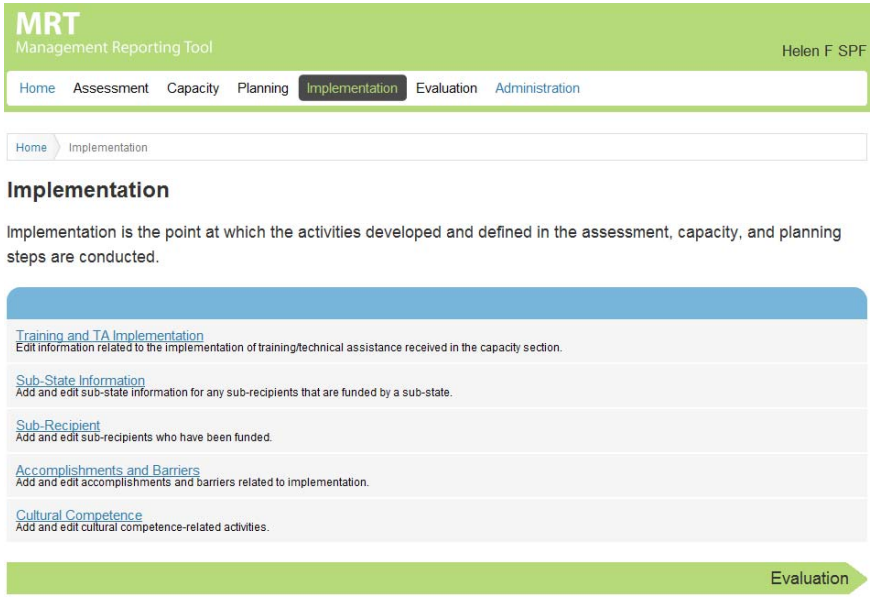
IMPLEMENTATION

Within the Implementation module, a user is able to perform the following tasks:

1. Enter, edit and delete Training and TA Implementation.
2. Enter, edit and delete Sub-State Information.
3. Enter, edit and delete Sub-Recipient.
4. Enter, edit and delete Accomplishments and Barriers related to Implementation.
5. Enter, edit and delete Cultural Competence related to Implementation.


MRT
Management Reporting Tool
Helen F SPF
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Implementation
Implementation
Implementation is the point at which the activities developed and defined in the assessment, capacity, and planning steps are conducted.
Training and TA Implementation
Edit information related to the implementation of training/technical assistance received in the capacity section.
Sub-State Information
Add and edit sub-state information for any sub-recipients that are funded by a sub-state.
Sub-Recipient
Add and edit sub-recipients who have been funded.
Accomplishments and Barriers
Add and edit accomplishments and barriers related to implementation.
Cultural Competence
Add and edit cultural competence-related activities.
Evaluation

Screenshot displaying the Implementation Landing Page

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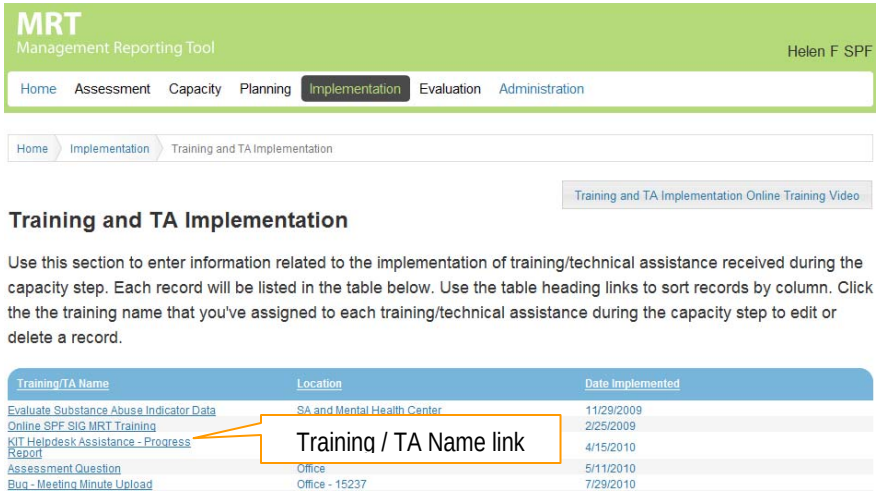
Training and TA Implementation

The Training and TA Implementation module allows the user to add information related to the implementation of Training and/or Technical Assistance received.

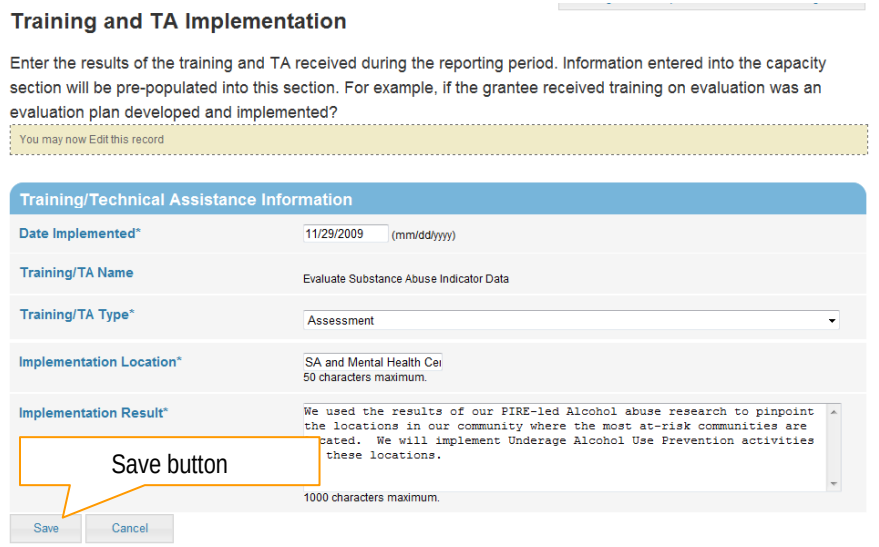
Adding a Training and TA Implementation

1. Click **Implementation** from the Menu.
2. Click **Training and TA Implementation** from the Implementation Landing Page.
3. From the Listing Page, select the training or technical assistance you wish to add implementation for by clicking the appropriate Training/TA Name.


MRT
Management Reporting Tool
Helen F SPF
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Implementation
Training and TA Implementation
Training and TA Implementation Online Training Video
Training and TA Implementation
Use this section to enter information related to the implementation of training/technical assistance received during the capacity step. Each record will be listed in the table below. Use the table heading links to sort records by column. Click the the training name that you've assigned to each training/technical assistance during the capacity step to edit or delete a record.
Training/TA Name
Location
Date Implemented
Evaluate Substance Abuse Indicator Data
SA and Mental Health Center
11/29/2009
Online SPF SIG MRT Training
2/25/2009
KIT Helpdesk Assistance - Progress Report
4/15/2010
Assessment Question
Office
5/11/2010
Bug - Meeting Minute Upload
Office - 15237
7/29/2010
Training / TA Name link

Sample screenshot displaying the Training and TA Implementation Listing Page

4. Enter the date the training or technical assistance was implemented in the **Date Implemented*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.)
5. Select the type of training or technical assistance provided from the **Training/TA Type*** dropdown menu.
6. Enter the location the training or technical assistance was located at in the **Implementation Location*** text box.
7. Enter the results of the training or technical assistance in the **Implementation Result*** text box.
8. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.


Training and TA Implementation
Enter the results of the training and TA received during the reporting period. Information entered into the capacity section will be pre-populated into this section. For example, if the grantee received training on evaluation was an evaluation plan developed and implemented?
You may now Edit this record
Training/Technical Assistance Information
Date Implemented*
11/29/2009
(mm/dd/yyyy)
Training/TA Name
Evaluate Substance Abuse Indicator Data
Training/TA Type*
Assessment
Implementation Location*
SA and Mental Health Ce
50 characters maximum.
Implementation Result*
We used the results of our PIRE-led Alcohol abuse research to pinpoint the locations in our community where the most at-risk communities are
these locations.
1000 characters maximum.
Save button
Save
Cancel

Sample screenshot displaying the Training and TA Implementation Edit Form

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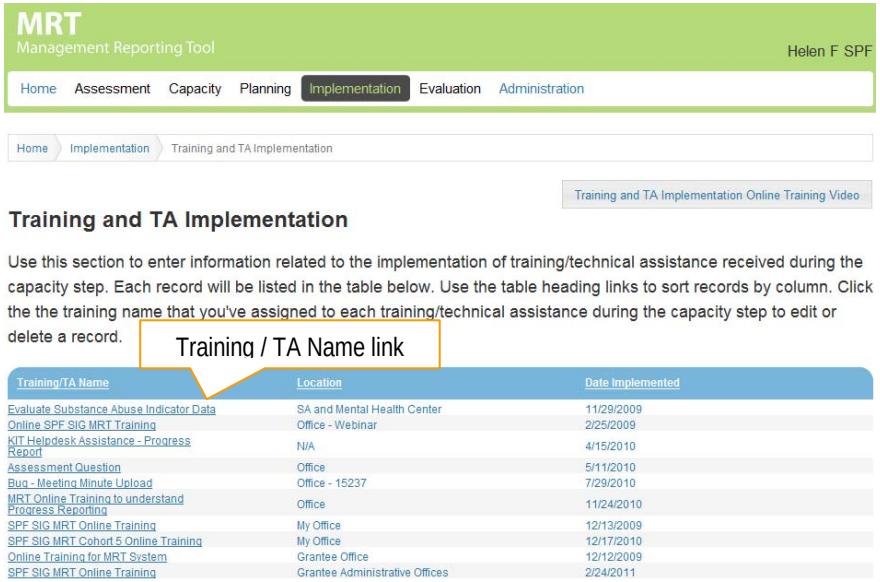
Editing Training and TA Implementation

1. Click **Implementation** from the Menu.
2. Click **Training and TA Implementation** from the Implementation Landing Page.
3. From the Listing Page, select the training or technical assistance you wish to edit by clicking the appropriate Training/TA Name.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.



Sample screenshot displaying the Training and TA Implementation Listing Page

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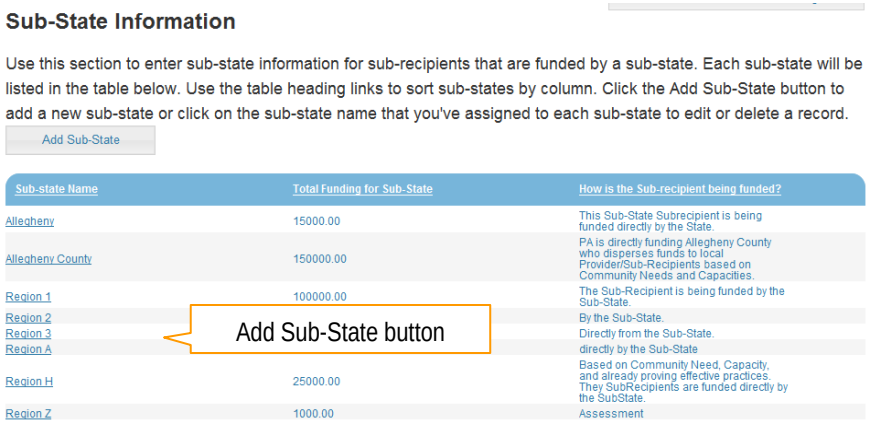
Sub-State Information

The Sub-State Information module allows the user to add Sub-State information for Sub-Recipients that are funded by a 'Sub-State'. A Sub-State can be a region or something like a region (a county, group of counties, census tracts, parishes, or boroughs). A Sub-State helps the state and local government to better understand and effectively address needs in the community. The funds go from the Grantee to the Sub-State and from the Sub-State to the Sub-Recipient. If you do not have any Sub-States or Sub-Recipients, this module can be skipped.

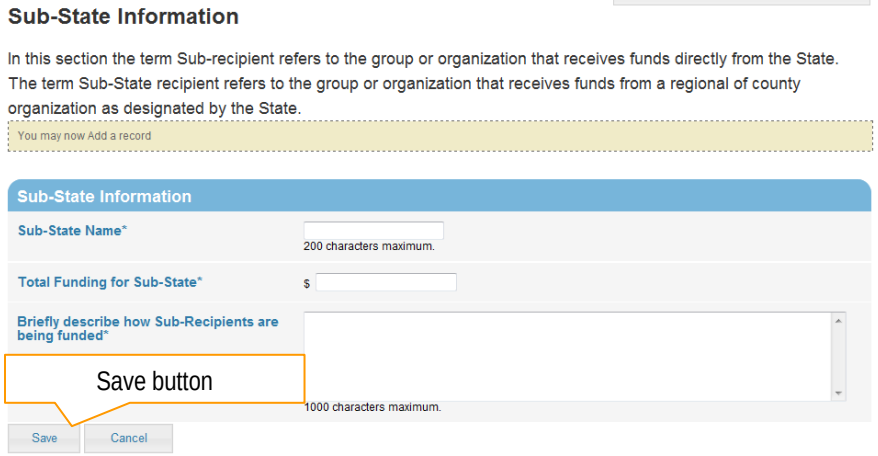
Adding a Sub-State

1. Click **Implementation** from the Menu.
2. Click **Sub-State Information** from the Implementation Landing Page.
3. Click the Add Sub-State (**Add Sub-State**) button.


Sub-State Information
Use this section to enter sub-state information for sub-recipients that are funded by a sub-state. Each sub-state will be listed in the table below. Use the table heading links to sort sub-states by column. Click the Add Sub-State button to add a new sub-state or click on the sub-state name that you've assigned to each sub-state to edit or delete a record.
Add Sub-State
Sub-state Name
Total Funding for Sub-State
How is the Sub-recipient being funded?
Allegheny 15000.00 This Sub-State Subrecipient is being funded directly by the State.
Allegheny County 150000.00 PA is directly funding Allegheny County who disperses funds to local Provider/Sub-Recipients based on Community Needs and Capacities.
Region 1 100000.00 The Sub-Recipient is being funded by the Sub-State.
Region 2 By the Sub-State.
Region 3 Directly from the Sub-State.
Region A directly by the Sub-State
Region H 25000.00 Based on Community Need, Capacity, and already proving effective practices. They SubRecipients are funded directly by the SubState.
Region Z 1000.00 Assessment
Add Sub-State button

Sample screenshot of the Sub-State Information Listing Page

4. Enter the name of the Sub-State in the **Sub-State Name*** text box.
5. Enter the total amount of funding the Sub-State receives in the **Total Funding for Sub-State*** text box.
   *Note: Do not enter the dollar ($) symbol.
6. Enter details about the Sub-State in the **Briefly describe how Sub-Recipients are being funded*** text box.
7. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.


Sub-State Information
In this section the term Sub-recipient refers to the group or organization that receives funds directly from the State. The term Sub-State recipient refers to the group or organization that receives funds from a regional of county organization as designated by the State.
You may now Add a record
Sub-State Information
Sub-State Name*
200 characters maximum.
Total Funding for Sub-State*
$
Briefly describe how Sub-Recipients are being funded*
1000 characters maximum.
Save button
Save
Cancel

Screenshot displaying the Sub-State Information Edit Form

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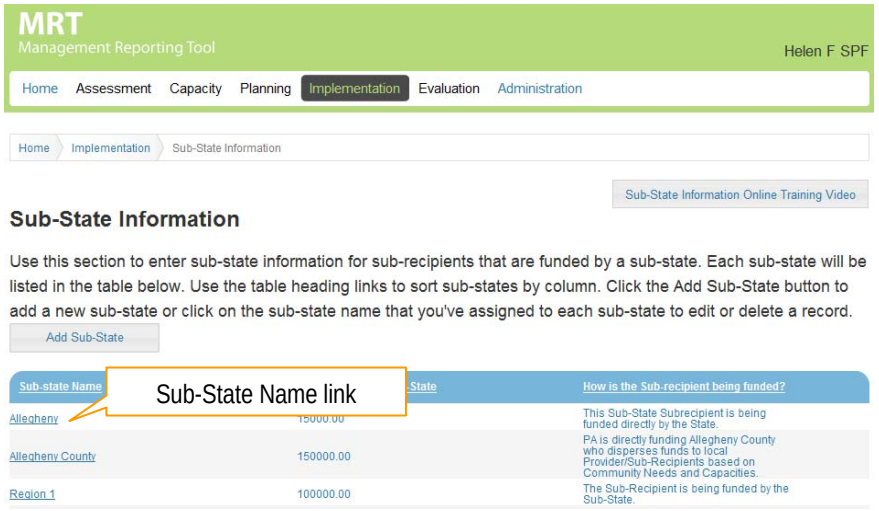
Editing a Sub-State

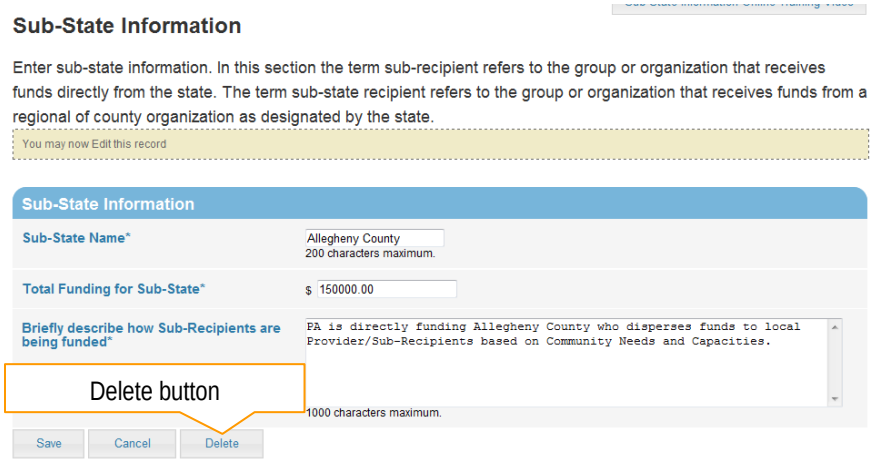
1. Click **Implementation** from the Menu.
2. Click **Sub-State Information** from the Implementation Landing Page.
3. From the Listing Page, select the sub-state you wish to edit by clicking the appropriate Sub-state Name.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.

Deleting a Sub-State

1. Click **Implementation** from the Menu.
2. Click **Sub-State Information** from the Implementation Landing Page.
3. From the Listing Page, select the sub-state you wish to delete by clicking the appropriate Sub-state Name.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.
   *Note: You will not be able to delete a Sub-State if a Sub-Recipient is associated with it.


MRT
Management Reporting Tool
Helen F SPF
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Implementation
Sub-State Information
Sub-State Information Online Training Video
Sub-State Information
Use this section to enter sub-state information for sub-recipients that are funded by a sub-state. Each sub-state will be listed in the table below. Use the table heading links to sort sub-states by column. Click the Add Sub-State button to add a new sub-state or click on the sub-state name that you've assigned to each sub-state to edit or delete a record.
Add Sub-State
Sub-state Name
How is the Sub-recipient being funded?
Sub-State Name link
Allegheny
This Sub-State Subrecipient is being funded directly by the State.
Allegheny County
150000.00
PA is directly funding Allegheny County who disperses funds to local Provider/Sub-Recipients based on Community Needs and Capacities.
Region 1
100000.00
The Sub-Recipient is being funded by the Sub-State.

Sample screenshot of the Sub-State Information Listing Page


Sub-State Information
Enter sub-state information. In this section the term sub-recipient refers to the group or organization that receives funds directly from the state. The term sub-state recipient refers to the group or organization that receives funds from a regional of county organization as designated by the state.
You may now Edit this record
Sub-State Information
Sub-State Name*
Allegheny County
200 characters maximum.
Total Funding for Sub-State*
$ 150000.00
Briefly describe how Sub-Recipients are being funded*
PA is directly funding Allegheny County who disperses funds to local Provider/Sub-Recipients based on Community Needs and Capacities.
Delete button
1000 characters maximum.
Save
Cancel
Delete

Sample screenshot displaying the Sub-State Information Edit Form

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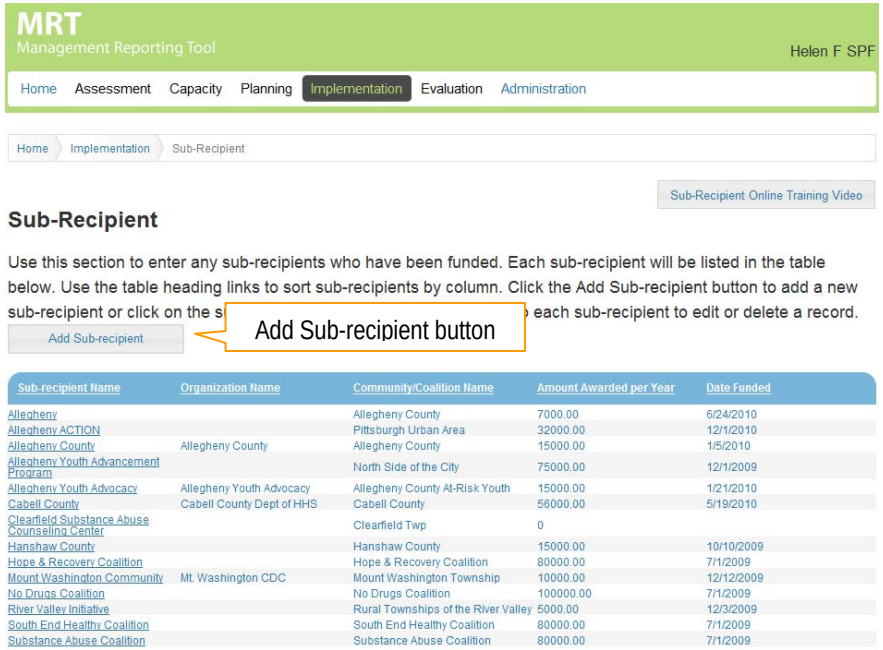
Sub-Recipient

The Sub-Recipient module allows the user to add Sub- Recipients that are funded.

Adding a Sub-Recipient

1. Click **Implementation** from the Menu.
2. Click **Sub-Recipient** from the Implementation Landing Page.
3. Click the Add Sub-recipient (**Add Sub-Recipient**) button.



Sample screenshot displaying the Sub-Recipient Listing Page

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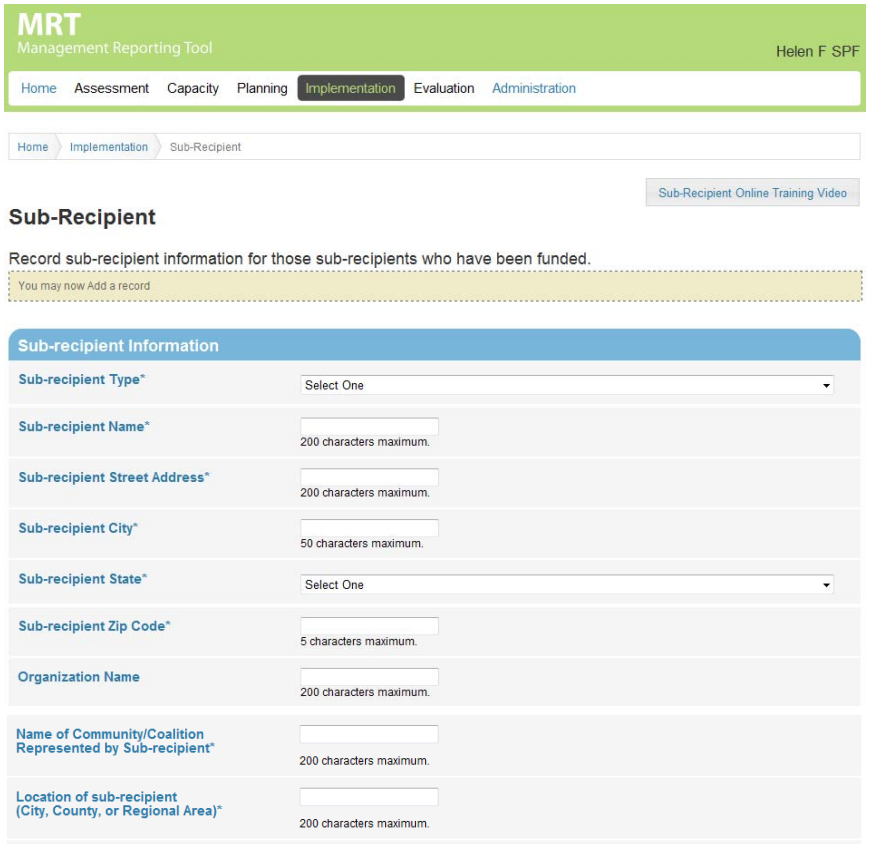
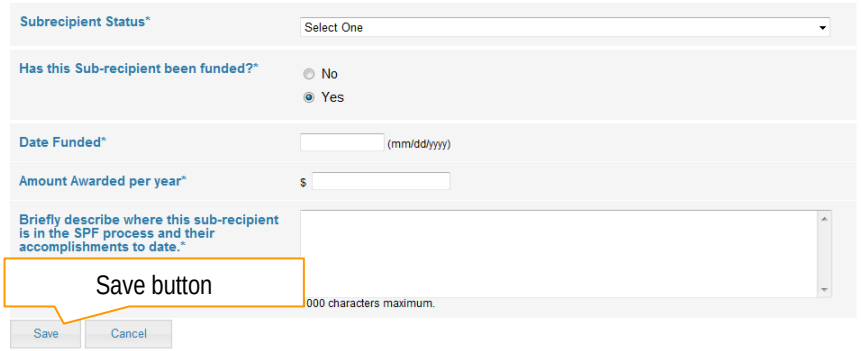
4. Select the type of sub-recipient from the **Sub-recipient Type*** dropdown menu.
    a. If *Sub-State* is selected, select the sub-state name from the **Sub-State Name*** dropdown menu.
    *Note: The Sub-State Name dropdown menu is populated with the information added in the Sub-State Information module.
5. Enter a name for the sub-recipient in the **Sub-recipient Name*** text box.
6. Enter the street address for the sub-recipient in the **Sub-recipient Street Address*** text box.
7. Enter the city the sub-recipient resides in in the **Sub-recipient City*** text box.
8. Select the state the sub-recipient resides in from the **Sub-recipient State*** dropdown menu.
9. Enter the 5-digit zip code the sub-recipient resides in in the **Sub-recipient Zip Code*** text box.
10. If desired, enter the name of the sub-recipient's organization in the **Organization Name** text box.
11. Enter the name of the represented community/coalition in the **Name of Community/Coalition Represented by Sub-recipient*** text box.
12. Enter the location of the sub-recipient in the **Location of Sub-recipient (City, County, or Regional Area)*** text box.
13. Use the **Has this Sub-recipient been funded?*** radio buttons to select if the sub-recipient has received funding.
    a. If *Yes* was selected new fields will populate.
        i. Enter the date the sub-recipient was funded in the **Date Funded*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.)
14. Enter the amount of money the sub-recipient was awarded in the **Amount Awarded per year*** text box.
15. Enter the location of the sub-recipient in the **Location of Sub-recipient (City, County, or Regional Area)*** text box.



Screenshot displaying the Sub-Recipient Edit Form – this is a partial screenshot

 © KIT Solutions® 2011

16. Select the status of the sub-recipient in the **Subrecipient Status*** dropdown menu.
17. Use the **Has this Sub-recipient been funded?*** radio buttons to select if the sub-recipient has received funding.
    a. If *Yes* was selected new fields will populate.
        i. Enter the date the sub-recipient was funded in the **Date Funded*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.)
        ii. Enter the amount of money the sub-recipient was awarded in the **Amount Awarded per year*** text box.
18. **Briefly describe where the sub-recipient is in the SPF process and their accomplishments to date*** in the text field.
19. Click the Save (**Save**) button.
    *Note: Click the Cancel (**Cancel**) button to cancel this entry.

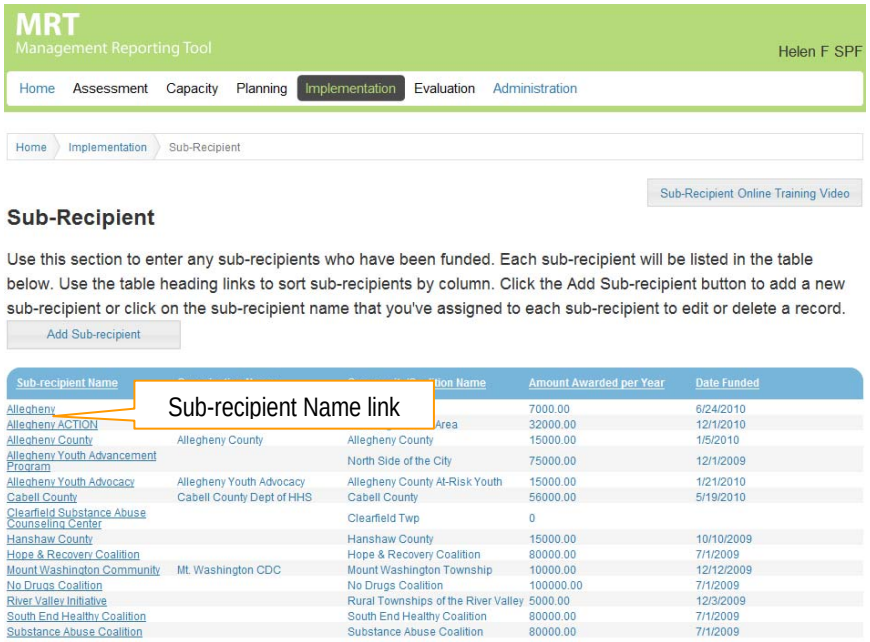


Sample screenshot displaying the Sub-Recipient Edit Form – this is a partial screenshot

 © KIT Solutions® 2011

Editing a Sub-Recipient

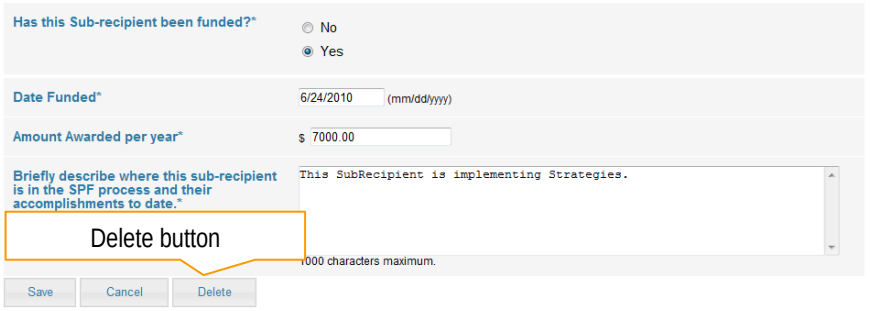
1. Click **Implementation** from the Menu.
2. Click **Sub-Recipient** from the Implementation Landing Page.
3. From the Listing Page, select the sub-recipient you wish to edit by clicking the appropriate Sub-recipient Name.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.


MRT
Management Reporting Tool
Helen F SPF
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Implementation
Sub-Recipient
Sub-Recipient Online Training Video
Sub-Recipient
Use this section to enter any sub-recipients who have been funded. Each sub-recipient will be listed in the table below. Use the table heading links to sort sub-recipients by column. Click the Add Sub-recipient button to add a new sub-recipient or click on the sub-recipient name that you've assigned to each sub-recipient to edit or delete a record.
Add Sub-recipient
Sub-recipient Name link
Sub-recipient Name
Amount Awarded per Year
Date Funded
Allegheny 7000.00 6/24/2010
Allegheny ACTION Area 32000.00 12/1/2010
Allegheny County Allegheny County Allegheny County 15000.00 1/5/2010
Allegheny Youth Advancement Program North Side of the City 75000.00 12/1/2009
Allegheny Youth Advocacy Allegheny Youth Advocacy Allegheny County At-Risk Youth 15000.00 1/21/2010
Cabell County Cabell County Dept of HHS Cabell County 56000.00 5/19/2010
Clearfield Substance Abuse Counseling Center Clearfield Twp 0
Hanshaw County Hanshaw County 15000.00 10/10/2009
Hope & Recovery Coalition Hope & Recovery Coalition 80000.00 7/1/2009
Mount Washington Community Mt. Washington CDC Mount Washington Township 10000.00 12/12/2009
No Drugs Coalition No Drugs Coalition 100000.00 7/1/2009
River Valley Initiative Rural Townships of the River Valley 5000.00 12/3/2009
South End Healthy Coalition South End Healthy Coalition 80000.00 7/1/2009
Substance Abuse Coalition Substance Abuse Coalition 80000.00 7/1/2009

Sample screenshot displaying the Sub-Recipient Listing Page

Deleting a Sub-Recipient

1. Click **Implementation** from the Menu.
2. Click **Sub-Recipient** from the Implementation Landing Page.
3. From the Listing Page, select the sub-recipient you wish to edit by clicking the appropriate Sub-recipient Name.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.



Sample screenshot displaying the Sub-Recipient Edit Form – this is a partial screenshot

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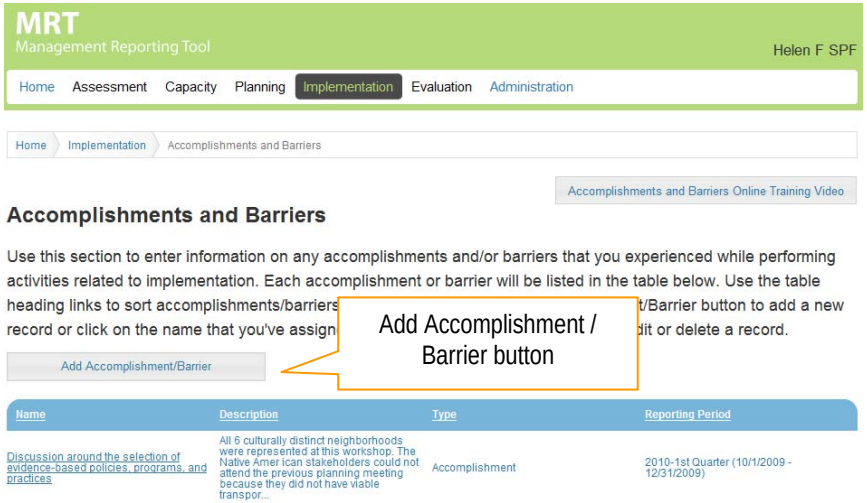
Accomplishments and Barriers

The Accomplishments and Barriers module allows the user to track their accomplishments and barriers related to implementation.

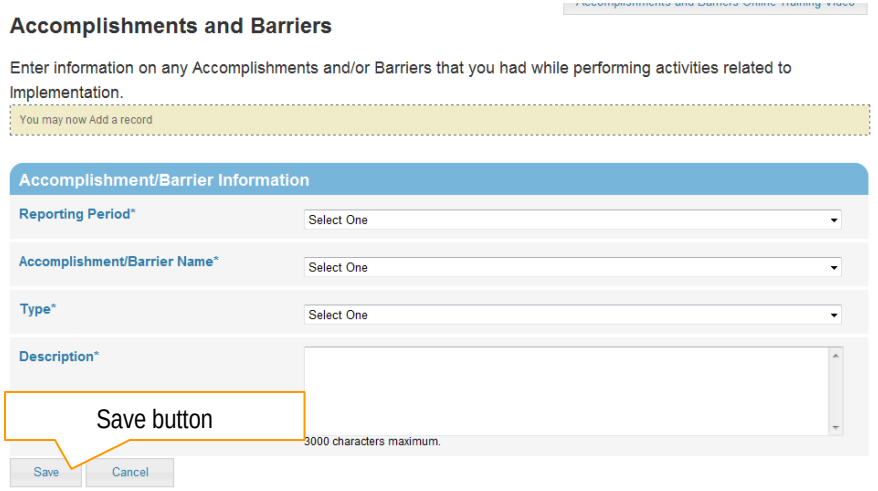
Adding an Accomplishment or Barrier

1. Click **Implementation** from the Menu.
2. Click **Accomplishments and Barriers** from the Implementation Landing Page.
3. Click the Add Accomplishment/Barrier (**Add Accomplishment/Barrier**) button.


MRT
Management Reporting Tool
Helen F SPF
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Implementation
Accomplishments and Barriers
Accomplishments and Barriers Online Training Video
Accomplishments and Barriers
Use this section to enter information on any accomplishments and/or barriers that you experienced while performing activities related to implementation. Each accomplishment or barrier will be listed in the table below. Use the table heading links to sort accomplishments/barriers
t/Barrier button to add a new record or click on the name that you've assign
dit or delete a record.
Add Accomplishment/Barrier
Add Accomplishment / Barrier button
Name
Description
Type
Reporting Period
Discussion around the selection of evidence-based policies, programs, and practices
All 6 culturally distinct neighborhoods were represented at this workshop. The Native Amer ican stakeholders could not attend the previous planning meeting because they did not have viable transpor...
Accomplishment
2010-1st Quarter (10/1/2009 - 12/31/2009)

Sample screenshot displaying the Accomplishments and Barriers Listing Page

4. Select the reporting period this accomplishment or barrier occurred in from the **Reporting Period*** dropdown list.
5. Select a name form the accomplishment or barrier from the **Accomplishment/Barrier Name*** dropdown menu.
6. Select ***Accomplishment*** or ***Barrier*** from the **Type*** dropdown menu.
7. Enter details about the accomplishment or barrier in the **Description*** text box.
8. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.



Screenshot displaying the Accomplishments and Barriers Edit Form

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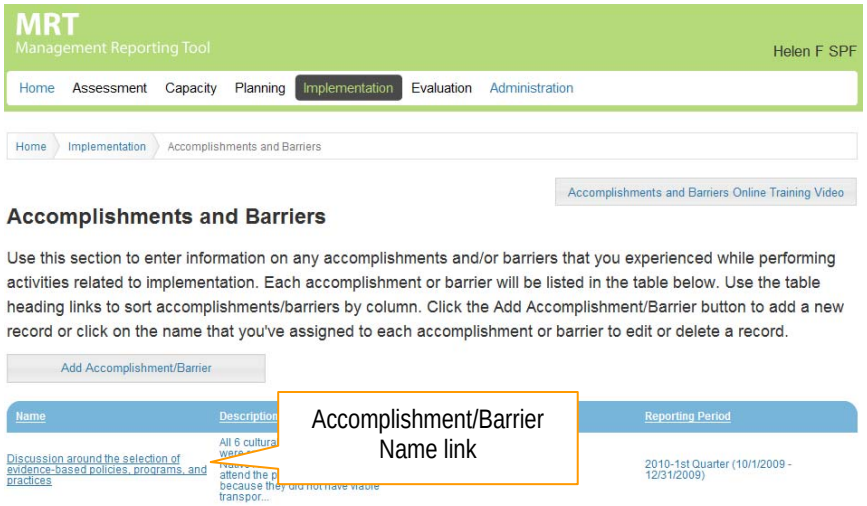
Editing an Accomplishment or Barrier

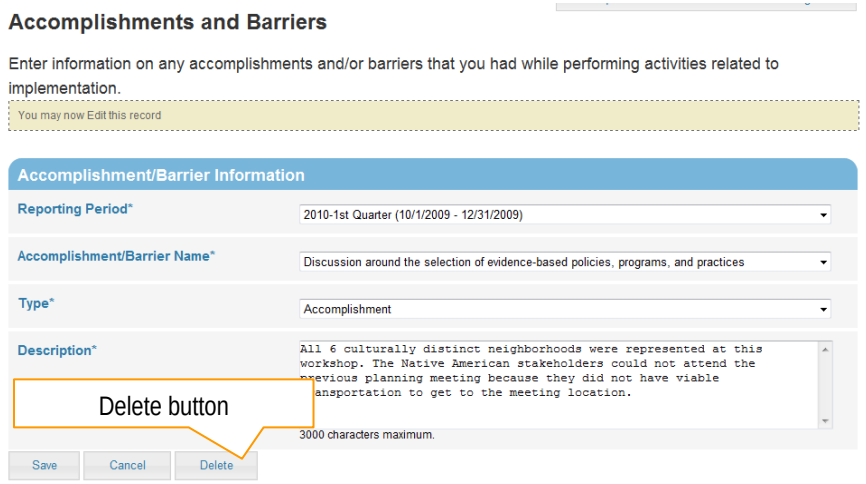
1. Click **Implementation** from the Menu.
2. Click **Accomplishments and Barriers** from the Implementation Landing Page.
3. From the Listing Page, select the accomplishment or barrier you wish to edit by clicking the appropriate accomplishment/barrier Name.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.


MRT
Management Reporting Tool
Helen F SPF
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Implementation
Accomplishments and Barriers
Accomplishments and Barriers Online Training Video
Accomplishments and Barriers
Use this section to enter information on any accomplishments and/or barriers that you experienced while performing activities related to implementation. Each accomplishment or barrier will be listed in the table below. Use the table heading links to sort accomplishments/barriers by column. Click the Add Accomplishment/Barrier button to add a new record or click on the name that you've assigned to each accomplishment or barrier to edit or delete a record.
Add Accomplishment/Barrier
Name
Description
Reporting Period
Discussion around the selection of evidence-based policies, programs, and practices
2010-1st Quarter (10/1/2009 - 12/31/2009)
Accomplishment/Barrier Name link

Sample screenshot displaying the Accomplishments and Barriers Listing Page

Deleting an Accomplishment or Barrier

1. Click **Implementation** from the Menu.
2. Click **Accomplishments and Barriers** from the Implementation Landing Page.
3. From the Listing Page, select the accomplishment or barrier you wish to delete by clicking the appropriate accomplishment/barrier Name.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.


Accomplishments and Barriers
Enter information on any accomplishments and/or barriers that you had while performing activities related to implementation.
You may now Edit this record
Accomplishment/Barrier Information
Reporting Period*
2010-1st Quarter (10/1/2009 - 12/31/2009)
Accomplishment/Barrier Name*
Discussion around the selection of evidence-based policies, programs, and practices
Type*
Accomplishment
Description*
All 6 culturally distinct neighborhoods were represented at this workshop. The Native American stakeholders could not attend the previous planning meeting because they did not have viable transportation to get to the meeting location.
3000 characters maximum.
Delete button
Save
Cancel
Delete

Sample screenshot displaying the Accomplishments and Barriers Edit Form

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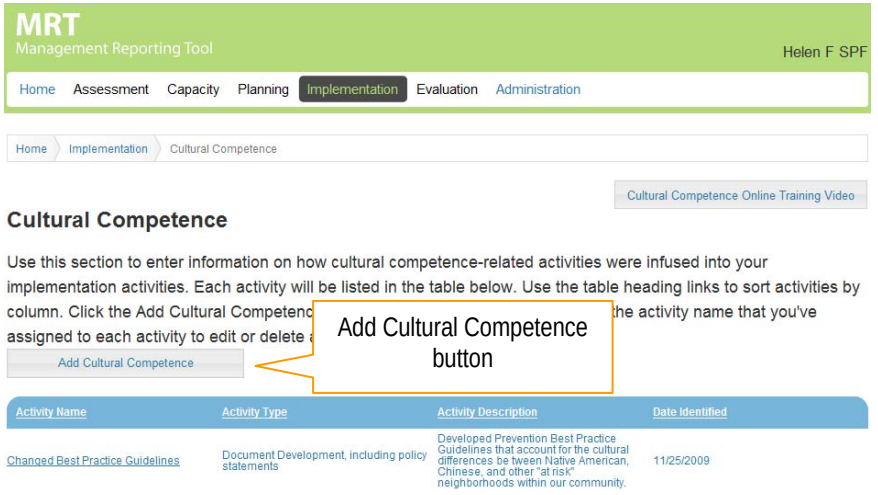
Cultural Competence

The Cultural Competence module allows the user to add how cultural competence-related activities were infused into your implementation activities.

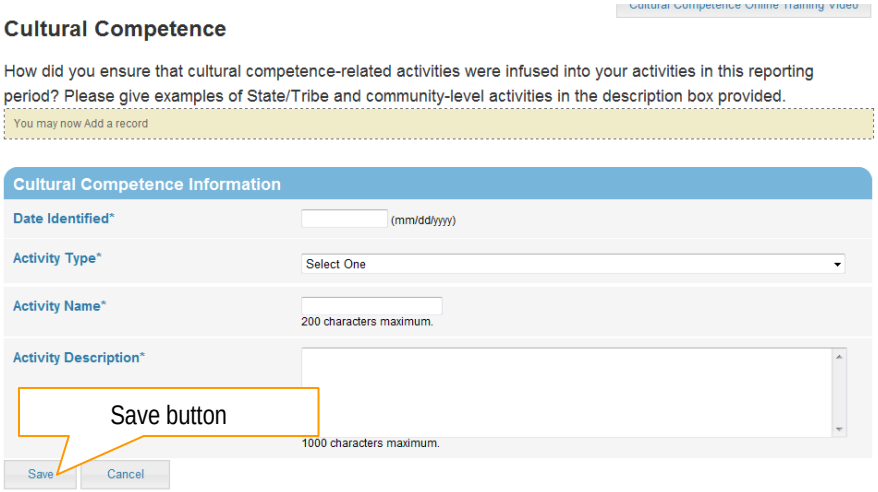
Adding a Cultural Competence-related Activity

1. Click **Implementation** from the Menu.
2. Click **Cultural Competence** from the Implementation Landing Page.
3. Click the Add Cultural Competence (**Add Cultural Competence**) button.


MRT
Management Reporting Tool
Helen F SPF
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Implementation
Cultural Competence
Cultural Competence Online Training Video
Cultural Competence
Use this section to enter information on how cultural competence-related activities were infused into your implementation activities. Each activity will be listed in the table below. Use the table heading links to sort activities by column. Click the Add Cultural Competenc
the activity name that you've assigned to each activity to edit or delete
Add Cultural Competence
Add Cultural Competence button
Activity Name
Activity Type
Activity Description
Date Identified
Changed Best Practice Guidelines
Document Development, including policy statements
Developed Prevention Best Practice Guidelines that account for the cultural differences be tween Native American, Chinese, and other "at risk" neighborhoods within our community.
11/25/2009

Sample screenshot displaying the Cultural Competence Listing Page

4. Enter the date identified from the **Date Identified*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.)
5. Select an activity from the **Activity Type*** dropdown menu.
    a. If *Other* is selected you will need to identify it in the **Specify Other Activity Type*** text box.
6. Enter a name for the activity in the **Activity Name*** text box.
7. Enter details about the activity in the **Activity Description*** text box.
8. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.


Cultural Competence
How did you ensure that cultural competence-related activities were infused into your activities in this reporting period? Please give examples of State/Tribe and community-level activities in the description box provided.
You may now Add a record
Cultural Competence Information
Date Identified*
(mm/dd/yyyy)
Activity Type*
Select One
Activity Name*
200 characters maximum.
Activity Description*
Save button
1000 characters maximum.
Save
Cancel

Screenshot displaying the Cultural Competence Edit Form

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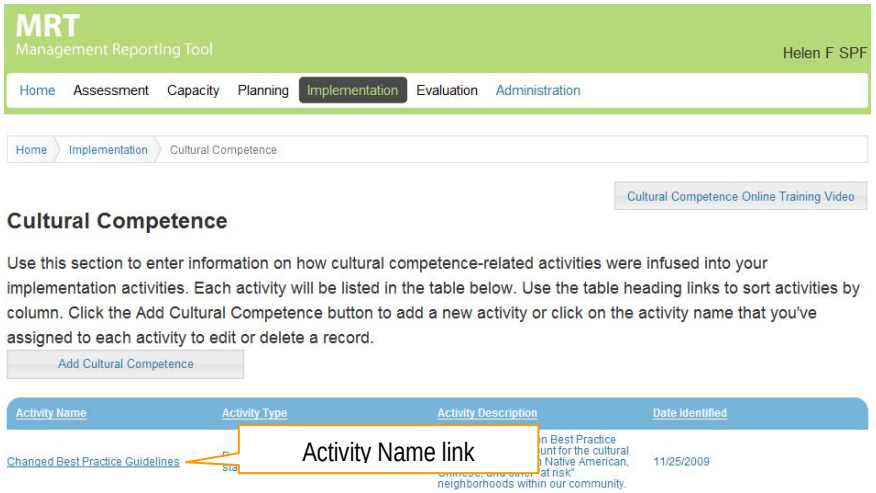
Editing a Cultural Competence-related Activity

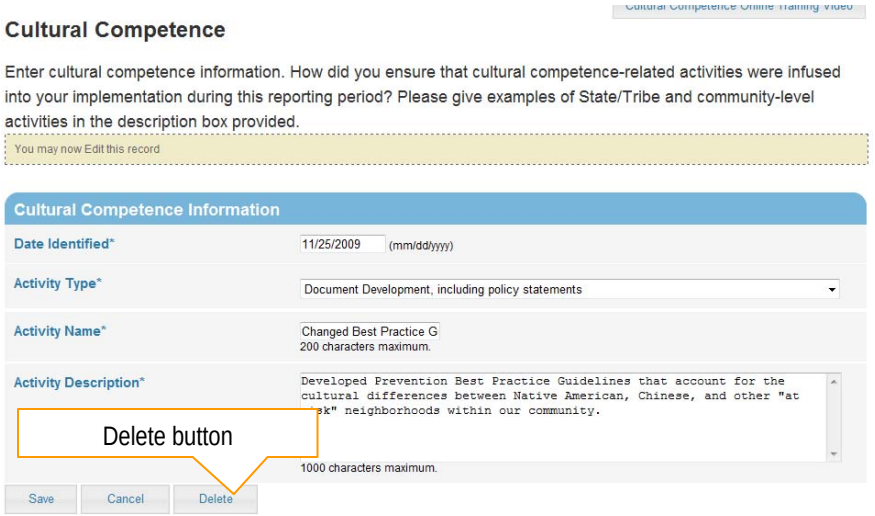
1. Click **Implementation** from the Menu.
2. Click **Cultural Competence** from the Implementation Landing Page.
3. From the Listing Page, select the cultural competence activity you wish to edit by clicking the appropriate Activity Name.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.


MRT
Management Reporting Tool
Helen F SPF
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Implementation
Cultural Competence
Cultural Competence Online Training Video
Cultural Competence
Use this section to enter information on how cultural competence-related activities were infused into your implementation activities. Each activity will be listed in the table below. Use the table heading links to sort activities by column. Click the Add Cultural Competence button to add a new activity or click on the activity name that you've assigned to each activity to edit or delete a record.
Add Cultural Competence
Activity Name
Activity Type
Activity Description
Date Identified
Changed Best Practice Guidelines
11/25/2009
Activity Name link

Sample screenshot displaying the Cultural Competence Listing Page

Deleting a Cultural Competence-related Activity

1. Click **Implementation** from the Menu.
2. Click **Cultural Competence** from the Implementation Landing Page.
3. From the Listing Page, select the cultural competence activity you wish to delete by clicking the appropriate Activity Name.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.


Cultural Competence
Enter cultural competence information. How did you ensure that cultural competence-related activities were infused into your implementation during this reporting period? Please give examples of State/Tribe and community-level activities in the description box provided.
You may now Edit this record
Cultural Competence Information
Date Identified*
11/25/2009
(mm/dd/yyyy)
Activity Type*
Document Development, including policy statements
Activity Name*
Changed Best Practice G
200 characters maximum.
Activity Description*
Developed Prevention Best Practice Guidelines that account for the cultural differences between Native American, Chinese, and other "at
sk" neighborhoods within our community.
1000 characters maximum.
Delete button
Save
Cancel
Delete

Sample screenshot displaying the Cultural Competence Edit Form

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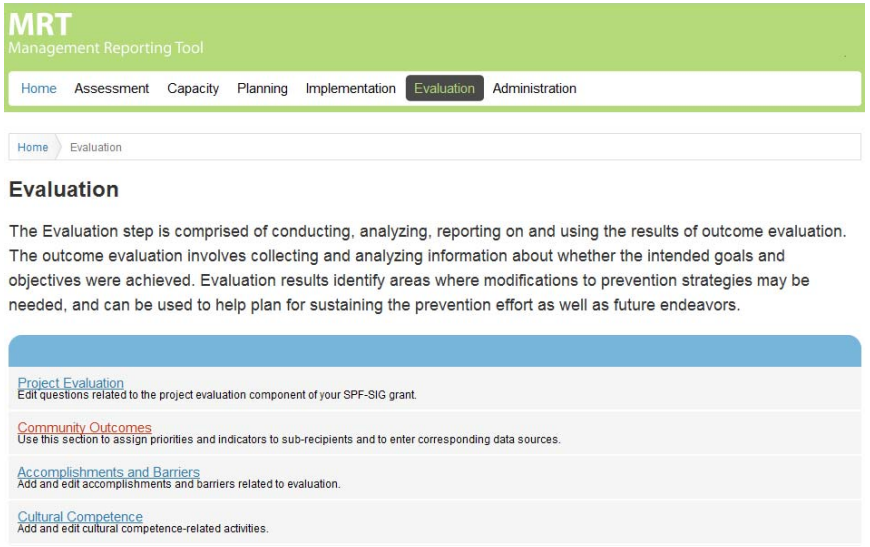
EVALUATION

Within the Evaluation module, a user is able to perform the following tasks:

1. Enter and edit Project Evaluation.
2. Enter, edit and delete Community Outcomes.
3. Enter, edit and delete Accomplishments and Barriers related to Evaluation.
4. Enter, edit and delete Cultural Competence related to Evaluation.


MRT
Management Reporting Tool
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Evaluation
Evaluation
The Evaluation step is comprised of conducting, analyzing, reporting on and using the results of outcome evaluation. The outcome evaluation involves collecting and analyzing information about whether the intended goals and objectives were achieved. Evaluation results identify areas where modifications to prevention strategies may be needed, and can be used to help plan for sustaining the prevention effort as well as future endeavors.
Project Evaluation
Edit questions related to the project evaluation component of your SPF-SIG grant.
Community Outcomes
Use this section to assign priorities and indicators to sub-recipients and to enter corresponding data sources.
Accomplishments and Barriers
Add and edit accomplishments and barriers related to evaluation.
Cultural Competence
Add and edit cultural competence-related activities.

Screenshot displaying the Evaluation Landing Page

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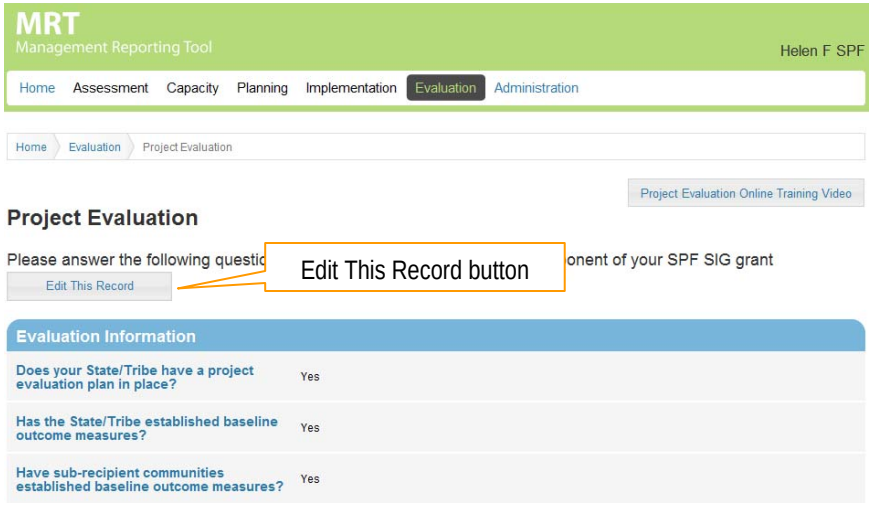
Project Evaluation

The Project Evaluation module allows the user to answer questions related to the Project Evaluation component of the SPF SIG Grant. The Project Evaluation form is a Single Form View Listing Page. Any updates that are made to the Project Evaluation will be displayed.

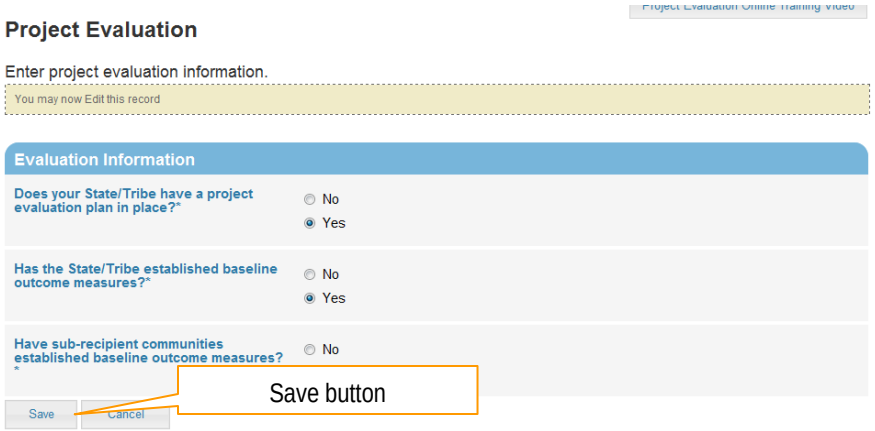
Updating the Project Evaluation form

1. Click **Evaluation** from the Menu.
2. Click **Project Evaluation** from the Evaluation Landing Page.
3. Click the Edit This Record (**Edit This Record**) button.



Sample screenshot displaying the Project Evaluation Listing Page

4. Use the radio buttons to answer each question:
   *Note: If Yes is selected, the next question will appear.
   -Does your State/Tribe have a project Evaluation plan in place?
   -Has the State/Tribe established baseline outcome measures?
   -Have sub-recipient communities established baseline outcome measures?
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.



Sample screenshot displaying the Project Evaluation Edit Form

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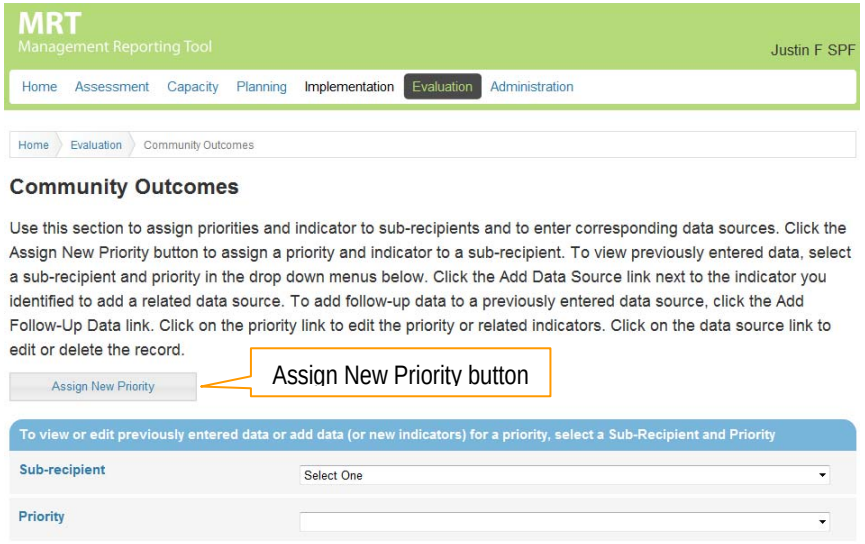
Community Outcomes

The Community Outcomes module allows the user to assign priorities and measures to Sub-recipients and to enter corresponding data sources.

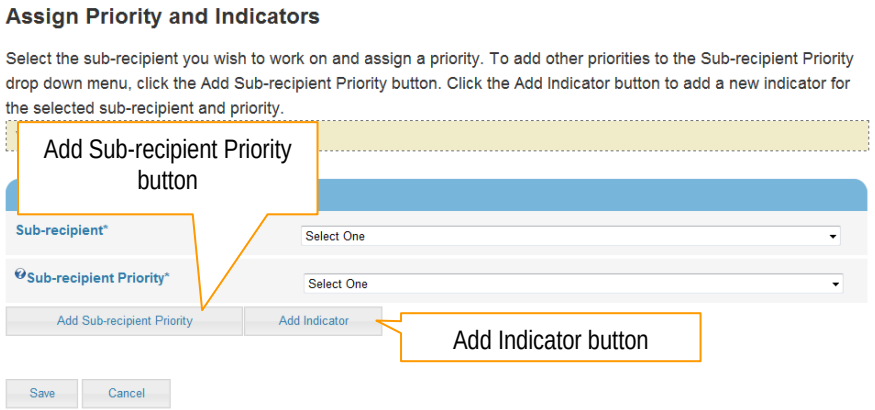
Adding a Community Outcomes Priority and Indicator

1. Click **Evaluation** from the Menu.
2. Click **Community Outcomes** from the Evaluation Landing Page.
3. Click the Assign New Priority (**Assign New Priority**) button.


MRT
Management Reporting Tool
Justin F SPF
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Evaluation
Community Outcomes
Community Outcomes
Use this section to assign priorities and indicator to sub-recipients and to enter corresponding data sources. Click the Assign New Priority button to assign a priority and indicator to a sub-recipient. To view previously entered data, select a sub-recipient and priority in the drop down menus below. Click the Add Data Source link next to the indicator you identified to add a related data source. To add follow-up data to a previously entered data source, click the Add Follow-Up Data link. Click on the priority link to edit the priority or related indicators. Click on the data source link to edit or delete the record.
Assign New Priority
Assign New Priority button
To view or edit previously entered data or add data (or new indicators) for a priority, select a Sub-Recipient and Priority
Sub-recipient
Select One
Priority

Screenshot displaying the Community Outcomes Listing Page

4. Select the Sub-recipient community name from the **Sub-recipient*** dropdown menu.
5. Select the sub-recipient priority type from the **Sub-recipient Priority*** dropdown menu.
    a. To add a sub-recipient priority to the dropdown menu, click the Add Sub-recipient Priority (**Add Sub-recipient Priority**) button.


Assign Priority and Indicators
Select the sub-recipient you wish to work on and assign a priority. To add other priorities to the Sub-recipient Priority drop down menu, click the Add Sub-recipient Priority button. Click the Add Indicator button to add a new indicator for the selected sub-recipient and priority.
Add Sub-recipient Priority button
Sub-recipient*
Select One
Sub-recipient Priority*
Select One
Add Sub-recipient Priority
Add Indicator
Add Indicator button
Save
Cancel

Screenshot displaying the Community Outcomes Edit Form

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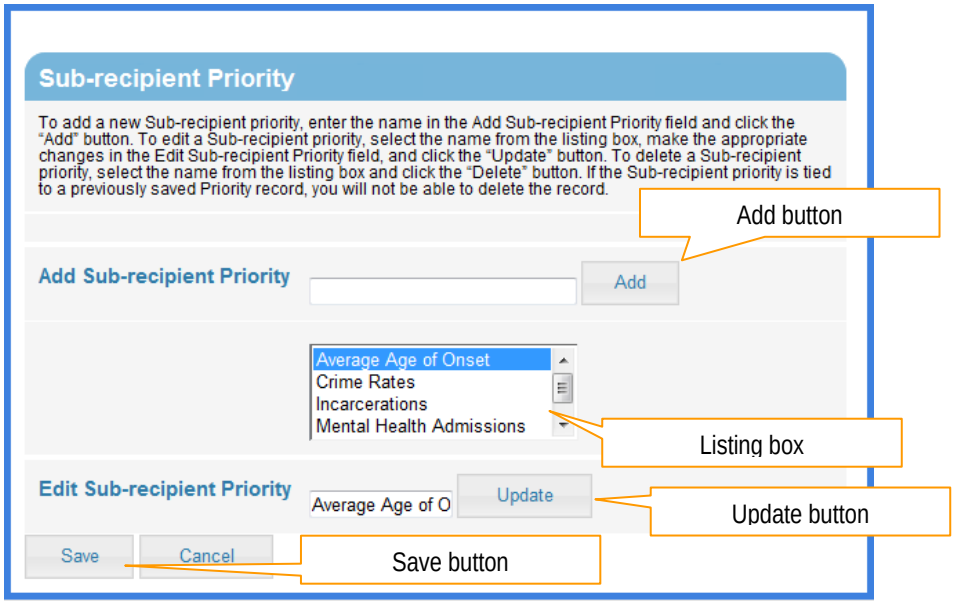
i. Enter a name for the sub-recipient priority in the **Add Sub-recipient Priority** text box.

ii. Click the Add (**Add**) button. The sub-recipient priority name will populate into the listing box.

iii. To edit a sub-recipient priority, select the appropriate name from the listing box. Make any changes needed to the name using the Edit Sub-recipient Priority text box and click the Update (**Update**) button.

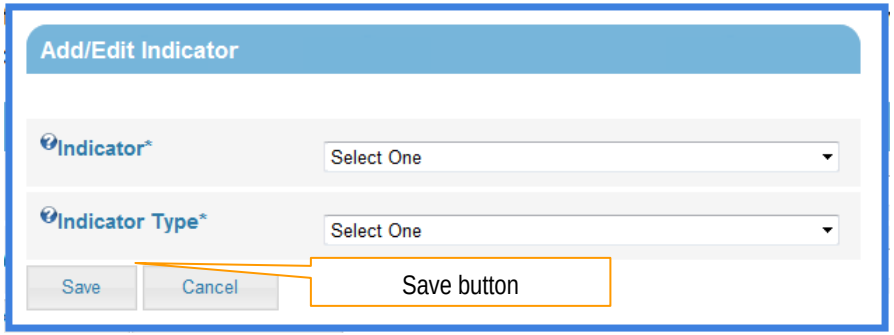
iv. To delete a sub-recipient priority name, select the appropriate name from the listing box and click the Delete (**Delete**) button. The name will no longer appear in the listing box.

v. Click the Save (**Save**) button.
*Note: Click the Cancel (**Cancel**) button to cancel the changes.


Sub-recipient Priority
To add a new Sub-recipient priority, enter the name in the Add Sub-recipient Priority field and click the "Add" button. To edit a Sub-recipient priority, select the name from the listing box, make the appropriate changes in the Edit Sub-recipient Priority field, and click the "Update" button. To delete a Sub-recipient priority, select the name from the listing box and click the "Delete" button. If the Sub-recipient priority is tied to a previously saved Priority record, you will not be able to delete the record.
Add button
Add Sub-recipient Priority
Add
Average Age of Onset
Crime Rates
Incarcerations
Mental Health Admissions
Listing box
Edit Sub-recipient Priority
Average Age of O
Update
Update button
Save
Cancel
Save button

Sample screenshot displaying the Add Sub-recipient Priority Edit Form

6. Click the Add Indicator (**Add Indicator**) button.
   a. Select the indicator from the **Indicator*** dropdown list.
   b. Select the type of indicator from the **Indicator Type*** dropdown menu.
   c. Click the Save (**Save**) button. The indicator will appear in the **Indicator** table.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.



Screenshot displaying the Add/Edit Measure Edit Form with *Yes* selected

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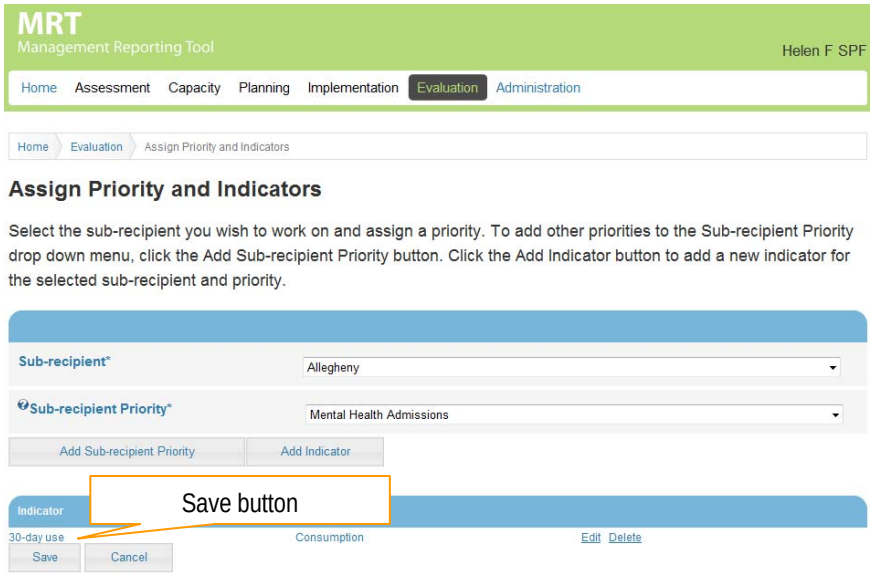
7. Click the Save (Save) button.
   *Note: Click the Cancel (Cancel) button to cancel this entry.



Sample screenshot displaying the Community Outcomes Edit Form

Tips

- You may add multiple Measures to a Priority.
- If you forgot to add a Measure to a Priority when first saved, select the Priority name from the Listing page to modify it. Then, click the Add Indicator (Add Indicator) button.

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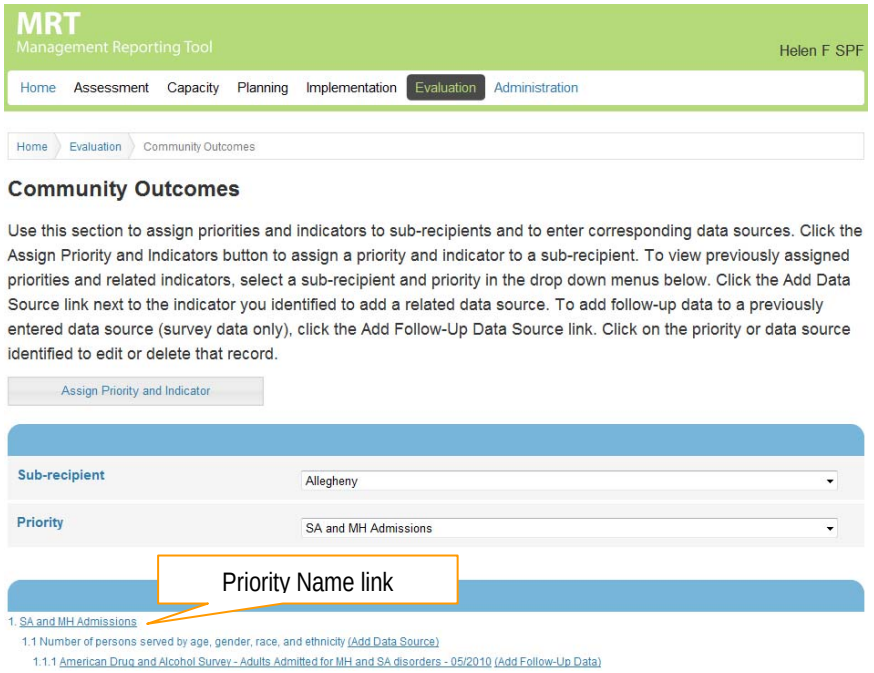
Editing a Community Outcomes Priority

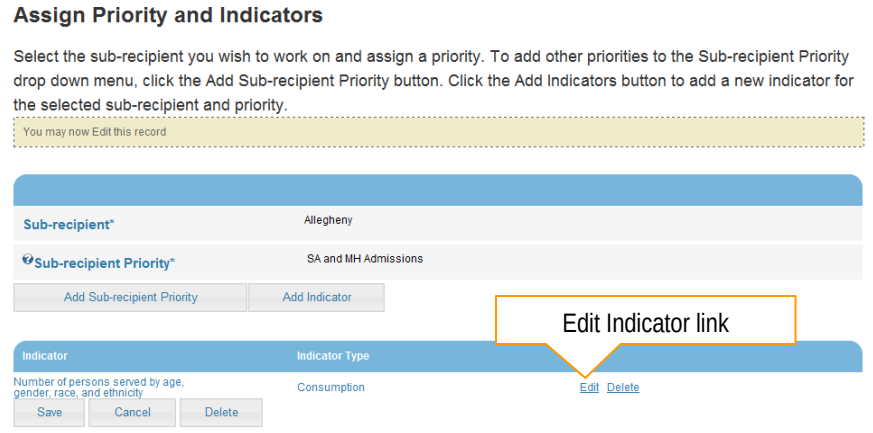
1. Click **Evaluation** from the Menu.
2. Click **Community Outcomes** from the Evaluation Landing Page.
3. Select the sub-recipient community name from the **Sub-recipient** dropdown menu.
4. Select the sub-recipient priority type from the **Priority** dropdown menu.
5. Select the priority you wish to edit by clicking the appropriate Priority name.
6. Make any changes needed to the form.
7. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.


MRT
Management Reporting Tool
Helen F SPF
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Evaluation
Community Outcomes
Community Outcomes
Use this section to assign priorities and indicators to sub-recipients and to enter corresponding data sources. Click the Assign Priority and Indicators button to assign a priority and indicator to a sub-recipient. To view previously assigned priorities and related indicators, select a sub-recipient and priority in the drop down menus below. Click the Add Data Source link next to the indicator you identified to add a related data source. To add follow-up data to a previously entered data source (survey data only), click the Add Follow-Up Data Source link. Click on the priority or data source identified to edit or delete that record.
Assign Priority and Indicator
Sub-recipient
Allegheny
Priority
SA and MH Admissions
Priority Name link
1. SA and MH Admissions
1.1 Number of persons served by age, gender, race, and ethnicity (Add Data Source)
1.1.1 American Drug and Alcohol Survey - Adults Admitted for MH and SA disorders - 05/2010 (Add Follow-Up Data)

Sample screenshot displaying the Community Outcomes Listing Page

Editing an Indicator

1. Click **Evaluation** from the Menu.
2. Click **Community Outcomes** from the Evaluation Landing Page.
3. Select the sub-recipient community name from the **Sub-recipient*** dropdown menu.
4. Select the sub-recipient priority type from the **Sub-recipient Priority*** dropdown menu.
5. Click the Edit (**Edit**) link to the right of the appropriate Indicator name.
6. Choose the new indicator type.
7. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.


Assign Priority and Indicators
Select the sub-recipient you wish to work on and assign a priority. To add other priorities to the Sub-recipient Priority drop down menu, click the Add Sub-recipient Priority button. Click the Add Indicators button to add a new indicator for the selected sub-recipient and priority.
You may now Edit this record
Sub-recipient*
Allegheny
Sub-recipient Priority*
SA and MH Admissions
Add Sub-recipient Priority
Add Indicator
Edit Indicator link
Indicator
Indicator Type
Number of persons served by age, gender, race, and ethnicity
Consumption
Edit Delete
Save
Cancel
Delete

Sample screenshot displaying the Community Outcomes Edit Form

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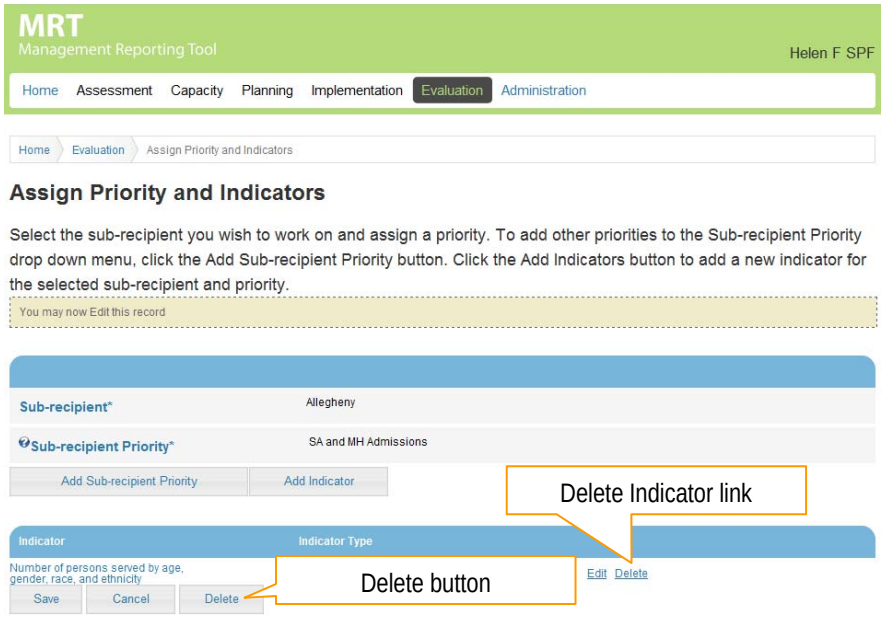
Deleting a Community Outcomes Priority and/or Indicator

1. Click **Evaluation** from the Menu.
2. Click **Community Outcomes** from the Evaluation Landing Page.
3. Select the sub-recipient community name from the **Sub-recipient*** dropdown menu.
4. Select the sub-recipient priority type from the **Sub-recipient Priority*** dropdown menu.
5. Select the priority you wish to delete by clicking the appropriate Priority name.
6. To delete a specific indicator, click the Delete (**Delete**) link to the right of the appropriate Indicator name.
7. Click the Delete (**Delete**) button to delete the Priority and all of its indicators.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
8. The record will be removed from the grid.



Sample screenshot displaying the Community Outcomes Edit Form

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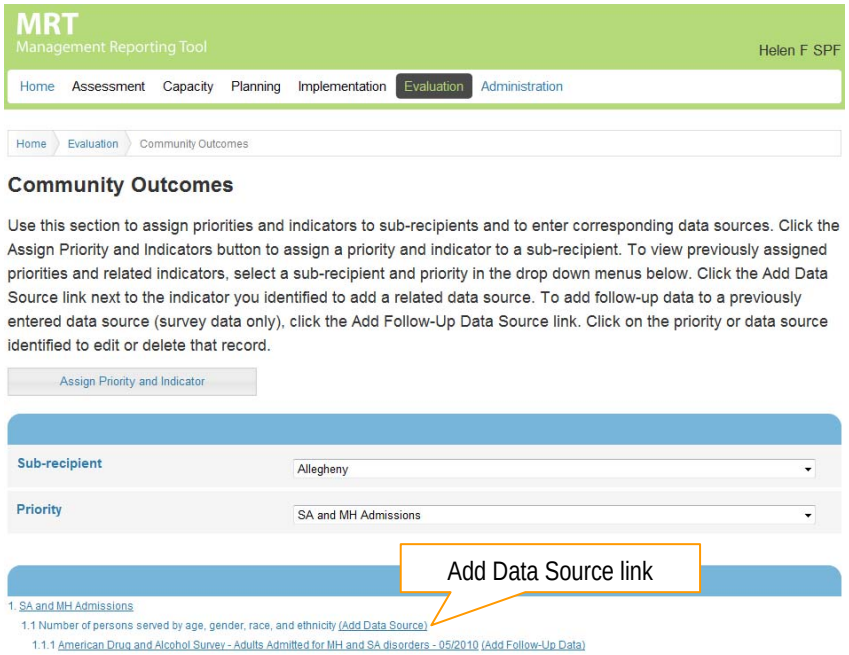
Adding a Survey Data Source to an Indicator

1. Click **Evaluation** from the Menu.
2. Click **Community Outcomes** from the Evaluation Landing Page.
3. Select the sub-recipient community name from the **Sub-recipient** dropdown menu.
4. Select the sub-recipient priority type from the **Priority** dropdown menu.
5. Click the (Add Data Source) (**Add Data Source**) link located to the right of the appropriate indicator.


MRT
Management Reporting Tool
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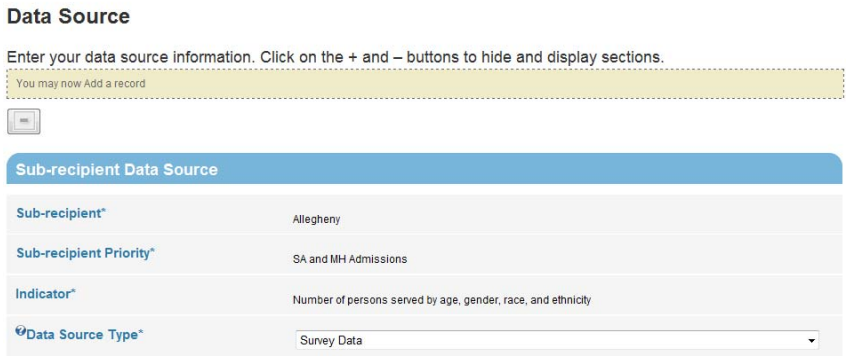
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Evaluation
Community Outcomes
Community Outcomes
Use this section to assign priorities and indicators to sub-recipients and to enter corresponding data sources. Click the Assign Priority and Indicators button to assign a priority and indicator to a sub-recipient. To view previously assigned priorities and related indicators, select a sub-recipient and priority in the drop down menus below. Click the Add Data Source link next to the indicator you identified to add a related data source. To add follow-up data to a previously entered data source (survey data only), click the Add Follow-Up Data Source link. Click on the priority or data source identified to edit or delete that record.
Assign Priority and Indicator
Sub-recipient
Allegheny
Priority
SA and MH Admissions
Add Data Source link
1. SA and MH Admissions
1.1 Number of persons served by age, gender, race, and ethnicity (Add Data Source)
1.1.1 American Drug and Alcohol Survey - Adults Admitted for MH and SA disorders - 05/2010 (Add Follow-Up Data)

Sample screenshot displaying the Community Outcomes Listing Page

6. The following fields will be filled in for you: **Sub-recipient***, **Sub-recipient Priority***, and **Indicator***.
7. Select *Survey Data* from the **Data Source Type*** dropdown menu.


Data Source
Enter your data source information. Click on the + and – buttons to hide and display sections.
You may now Add a record
Sub-recipient Data Source
Sub-recipient*
Allegheny
Sub-recipient Priority*
SA and MH Admissions
Indicator*
Number of persons served by age, gender, race, and ethnicity
Data Source Type*
Survey Data

Sample screenshot displaying the Sub-recipient Data Source text fields with Survey Data selected – this is a partial screenshot

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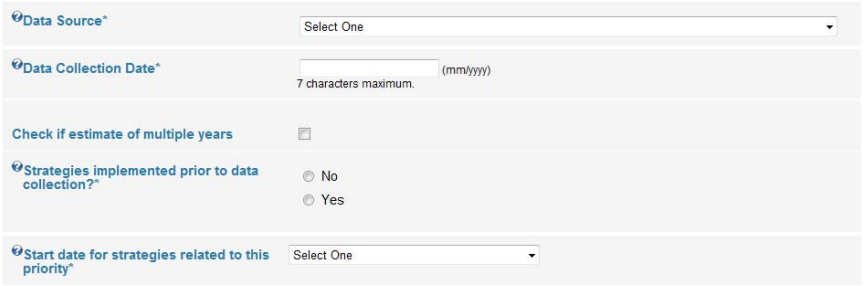
8. Select the survey used to collect the data for the measure from the **Data Source*** dropdown menu.
    a. If a local data source (e.g., state/grantee student survey), a new field will appear asking you to specify the name of the local data source (**Specify Other Data Source*** text box)
9. Indicate the month and year in which the survey was conducted in the **Data Collection Date*** text box as mm/yyyy.
10. If the Data Collection Date is spanning over multiple years, select the **Check if estimate of multiple years** checkbox.
11. Choose *Yes* or *No* for **Strategies implemented prior to data collection?***.
12. Select the strategies' start date from the **Start date for strategies related to this priority*** dropdown menu.



Screenshot displaying the Sub-recipient Data Source text fields – this is a partial screenshot

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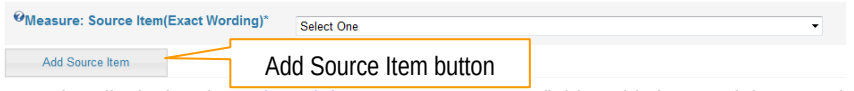
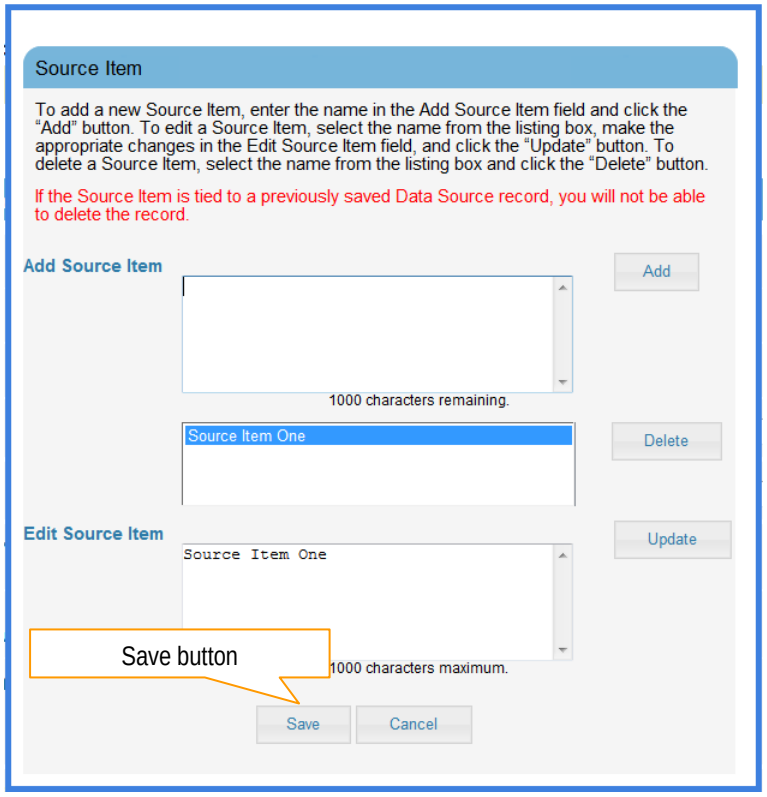
13. Select the survey item you are reporting data for from the **Measure: Source Item (Exact Wording)** dropdown list.
    a. To add a source item, click the Add Source Item (**Add Source Item**) button. A new window will display.
        i. Enter the source item information in the **Add Source Item** field.
        ii. Click the Add (**Add**) button. The source item will display in the selection box below.
    b. To edit an existing source item, select it from the list of added source items.
        i. Edit the details of the source item in the **Edit Source Item** field.
        ii. Click the Update (**Update**) button.
    c. To delete an existing source item, select it from the list of added source items.
        i. Click the Delete (**Delete**) button.
        ii. You will receive a confirmation message asking if you are sure.
        iii. Click Yes (**Yes**) to delete the source item.
        *Note: To cancel the deletion, click the No (**No**) button.
        iv. Click the Save (**Save**) button.
        *Note: Click the Cancel (**Cancel**) button to cancel this entry.



Screenshot displaying the Sub-recipient Data Source text fields – this is a partial screenshot


Source Item
To add a new Source Item, enter the name in the Add Source Item field and click the "Add" button. To edit a Source Item, select the name from the listing box, make the appropriate changes in the Edit Source Item field, and click the "Update" button. To delete a Source Item, select the name from the listing box and click the "Delete" button.
If the Source Item is tied to a previously saved Data Source record, you will not be able to delete the record.
Add Source Item
Add
1000 characters remaining.
Source Item One
Delete
Edit Source Item
Source Item One
Update
Save button
1000 characters maximum.
Save
Cancel

Screenshot displaying the Source Item Window

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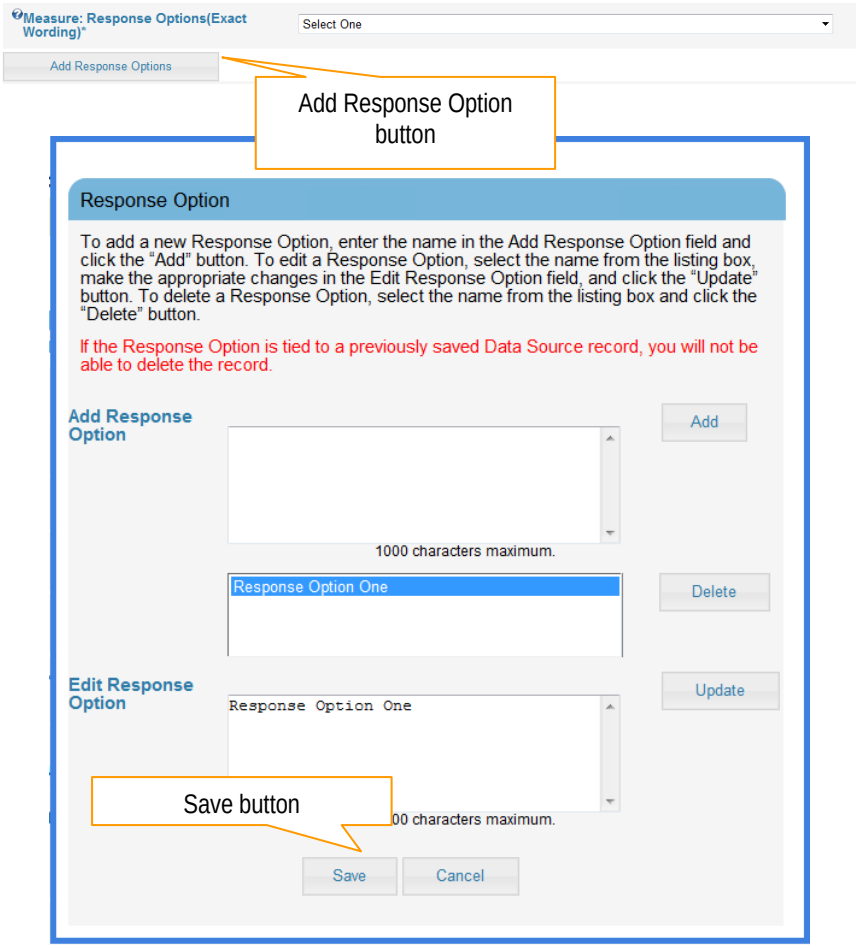
14. Select the response options for the survey item used for this measure from the Measure: Response Options (Exact Wording)* dropdown list.
    a. To add a response option, click the Add Response Options (Add Response Options) button. A new window will display.
        i. Enter the response option information in the Add Response Option field.
        ii. Click the Add (Add) button. The response option will display in the selection box below.
    b. To edit an existing response option, select it from the list of added response options.
        i. Edit the details of the response option in the Edit Response Option field.
        ii. Click the Update (Update) button.
    c. To delete an existing response option, select it from the list of added response options.
        i. Click the Delete (Delete) button.
        ii. You will receive a confirmation message asking if you are sure.
        iii. Click Yes (Yes) to delete the response option.
        *Note: To cancel the deletion, click the No (No) button.
        iv. Click the Save (Save) button.
        *Note: Click the Cancel (Cancel) button to cancel this entry.

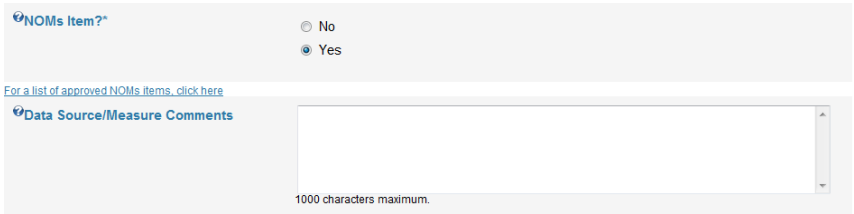

Measure: Response Options(Exact Wording)*
Select One
Add Response Options
Add Response Option button
Response Option
To add a new Response Option, enter the name in the Add Response Option field and click the "Add" button. To edit a Response Option, select the name from the listing box, make the appropriate changes in the Edit Response Option field, and click the "Update" button. To delete a Response Option, select the name from the listing box and click the "Delete" button.
If the Response Option is tied to a previously saved Data Source record, you will not be able to delete the record.
Add Response Option
Add
1000 characters maximum.
Response Option One
Delete
Edit Response Option
Response Option One
Update
Save button
00 characters maximum.
Save
Cancel

Screenshot displaying the Sub-recipient Data Source text fields and the Response Option Window – this is a partial screenshot

15. Choose *Yes* or *No* for NOMs Item?*.

    *Note: To see a list of approved NOMs items, click the For a list of approved NOMs items, click here (For a list of approved NOMs items, click here) link.

16. If desired, enter any explanatory comments needed to clarify any of the information in the Data Source/Measure Comments text box.



Screenshot displaying the Sub-recipient Data Source text fields – this is a partial screenshot

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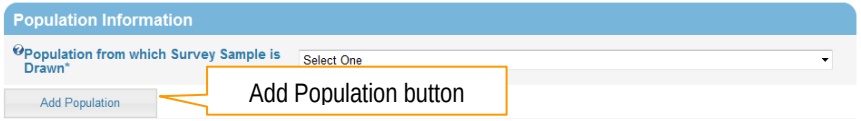
17. Enter the **Population Information** for the Survey Data Source.
    a. Select the population the survey was designed to represent for the measure from the **Population from which Survey Sample is Drawn*** dropdown list.
        i. To add a population, click the Add Population (**Add Population**) button. A new window will display.
            1) Enter the population information in the **Add Population** field.
            2) Click the Add (**Add**) button. The population will display in the selection box below.
        ii. To edit an existing population, select it from the list of added populations.
            1) Edit the details of the population in the **Edit Population** field.
            2) Click the Update (**Update**) button.
        iii. To delete an existing population, select it from the list of added populations.
            1) Click the Delete (**Delete**) button.
            2) You will receive a confirmation message asking if you are sure.
            3) Click Yes (**Yes**) to delete the population.
               *Note: To cancel the deletion, click the No (No) button.
            4) Click the Save (**Save**) button.
               *Note: Click the Cancel (**Cancel**) button to cancel this entry.



Screenshot displaying the Population Information text fields – this is a partial screenshot

Population
To add a new Population, enter the name in the Add Population field and click the "Add" button. To edit a Population, select the name from the listing box, make the appropriate changes in the Edit Population field, and click the "Update" button. To delete a Population, select the name from the listing box and click the "Delete" button.
If the Population is tied to a previously saved Data Source record, you will not be able to delete the record.
Add Population
Add
1000 characters maximum.
Population One
Delete
Edit Population
Population One
Update
Save button
000 characters maximum.
Save
Cancel
Screenshot displaying the Population Window – this is a partial screenshot

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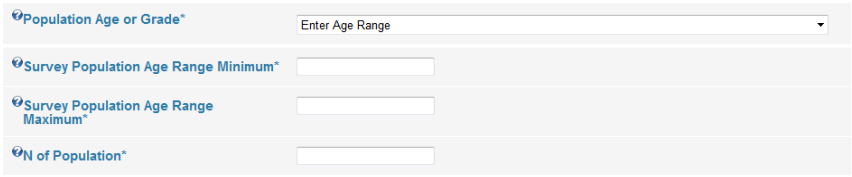
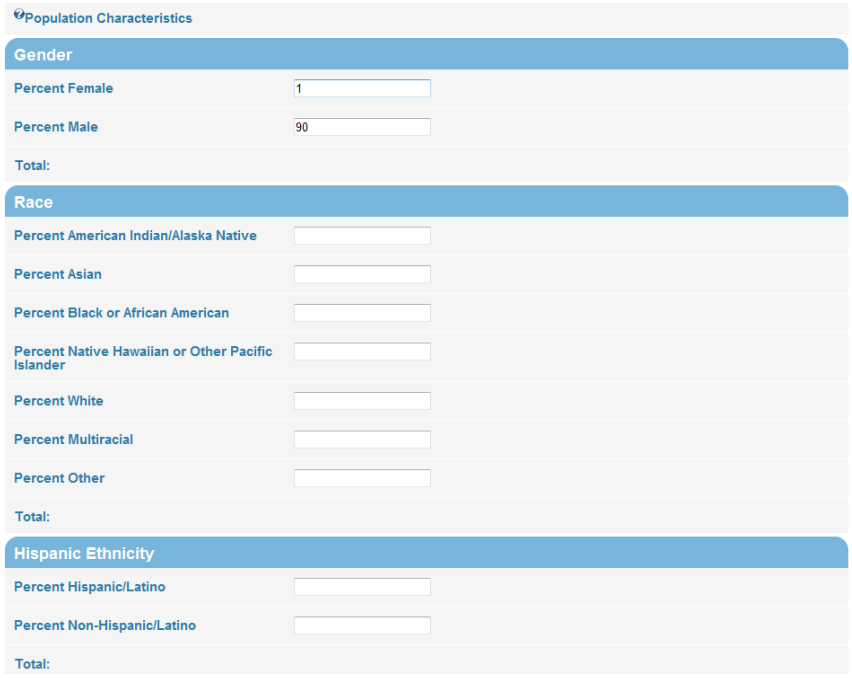
18. Select whether the survey population was defined by age or grade from the Population Age or Grade* dropdown menu.
    a. If *Enter Age Range* is selected, enter the lower and upper bound for the age range for the population represented in two (2) fields: Survey Population Age Range Minimum* and Survey Population Age Range Maximum*.
    b. If *Enter Grade(s)* is selected, select the grade(s) of the population represented using the Survey Population Grad Range* checkboxes.
19. Enter the estimated number of persons in the population in the N of Population* text box.


Population Age or Grade*
Enter Age Range
Survey Population Age Range Minimum*
Survey Population Age Range Maximum*
N of Population*

Sample screenshot displaying the Population Information text fields – this is a partial screenshot

20. Enter the Population Characteristics by entering the appropriate percentages for each demographic (*Gender*, *Race*, and *Hispanic Ethnicity*).

    *Note: Once the form is saved, the Total: will be calculated for you.



Sample screenshot displaying the Population Information text fields– this is a partial screenshot

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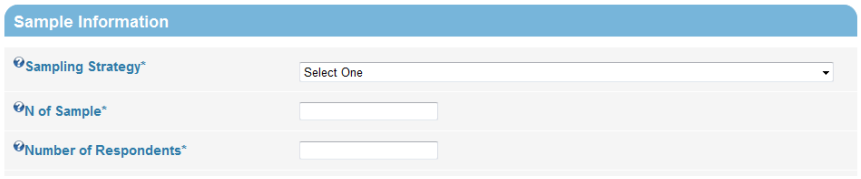
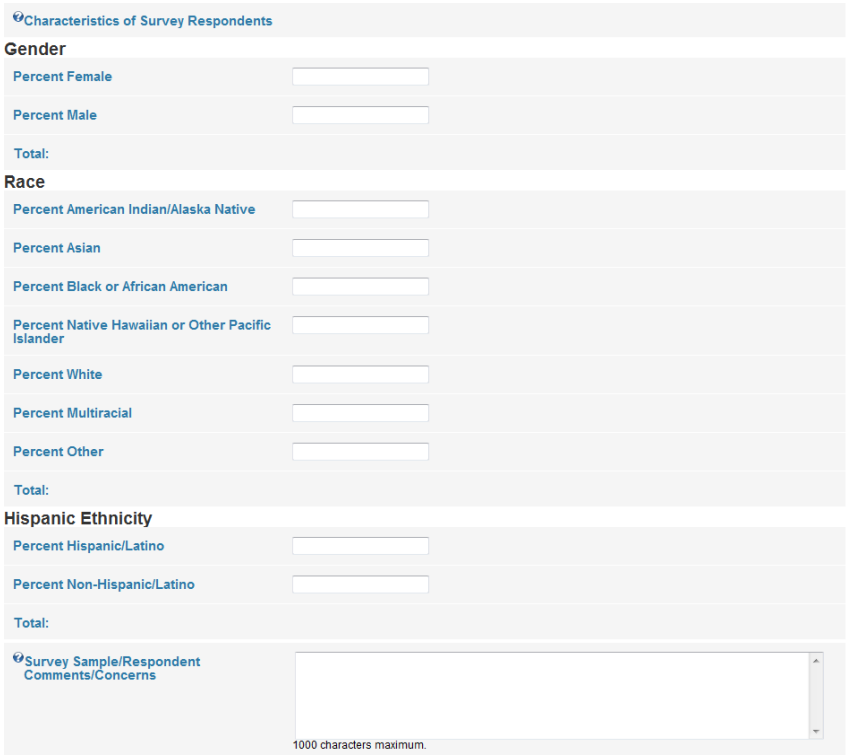
21. Enter the **Sample Information** for the Survey Data Source.
    a. Select the sampling strategy for the survey from the **Sample Strategy*** dropdown menu.
        i. If *Other* is selected, enter the name of the strategy in the **Specify Other Sampling Strategy*** text box.
    b. Enter the number of persons who were drawn for the survey sample or who were recruited for participation in the survey in the **N of Sample*** text box.
    c. Enter the number of person who actually participated in the survey in the **Number of Respondents*** text box.



Screenshot displaying the Sample Information text fields – this is a partial screenshot

22. Enter the **Characteristics of Survey Respondents** by entering the appropriate percentages for each demographic (*Gender*, *Race*, and *Hispanic Ethnicity*).
    *Note: Once the form is saved, the **Total:** will be calculated for you.
23. Enter any comments or concerns in the **Survey Sample/Respondent Comments/Concerns** field.



Screenshot displaying the Sample Information Characteristics text fields – this is a partial screenshot

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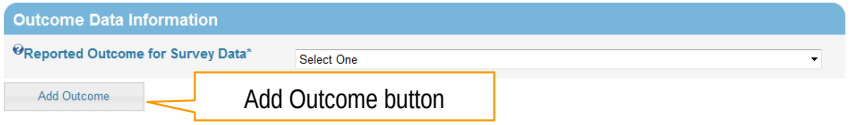
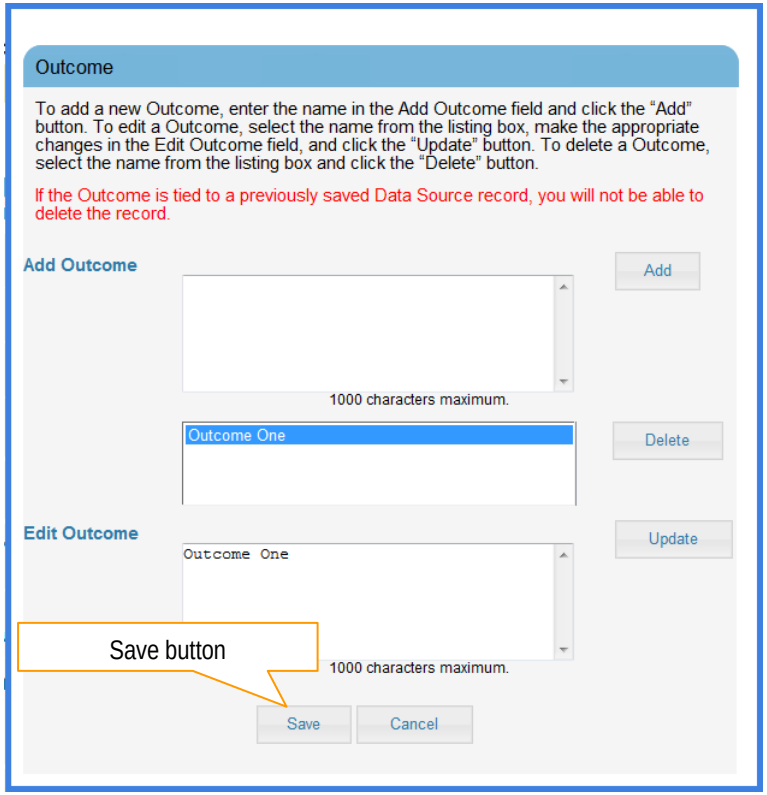
24. Enter the **Outcome Data Information** for the Survey Data Source.
    a. Select the outcome data from the **Reported Outcome for Survey Data*** dropdown list.
        i. To add an outcome, click the Add Outcome (**Add Outcome**) button. A new window will display.
            1) Enter the outcome information in the **Add Outcome** field.
            2) Click the Add (**Add**) button. The outcome will display in the selection box below.
        ii. To edit an existing outcome, select it from the list of added outcomes.
            i. Edit the details of the outcome in the **Edit Outcome** field.
            ii. Click the Update (**Update**) button.
        iii. To delete an existing outcome, select it from the list of added outcomes.
            1) Click the Delete (**Delete**) button.
            2) You will receive a confirmation message asking if you are sure.
            3) Click Yes (**Yes**) to delete the outcome.
            *Note: To cancel the deletion, click the No (**No**) button.
        iv. Click the Save (**Save**) button.
        *Note: Click the Cancel (**Cancel**) button to cancel this entry.



Screenshot displaying the Outcome Data Information text fields – this is a partial screenshot


Outcome
To add a new Outcome, enter the name in the Add Outcome field and click the "Add" button. To edit a Outcome, select the name from the listing box, make the appropriate changes in the Edit Outcome field, and click the "Update" button. To delete a Outcome, select the name from the listing box and click the "Delete" button.
If the Outcome is tied to a previously saved Data Source record, you will not be able to delete the record.
Add Outcome
Add
1000 characters maximum.
Outcome One
Delete
Edit Outcome
Update
Outcome One
Save button
1000 characters maximum.
Save
Cancel
Screenshot displaying the Outcome Window

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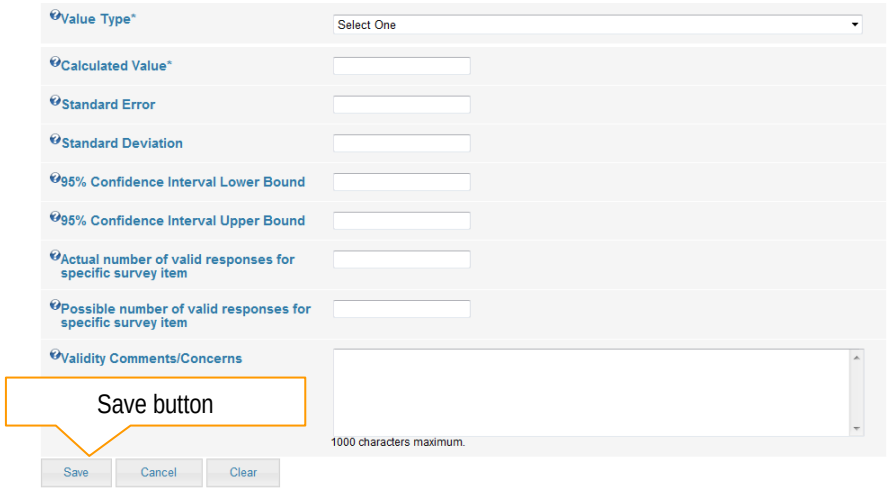
25. Select a **Value Type*** from the dropdown list.
    a. If *Other* is selected, enter the value type name in the **Specify Other Value Type*** field.
26. Enter the calculated value of the measure in the **Calculated Value*** field.
27. Enter the standard error for the calculated value in the **Standard Error** field.
28. Enter the standard deviation for the calculated value in the **Standard Deviation** field.
29. Enter the lower bound of the 95% confidence interval of the calculated value in the **95% Confidence Interval Lower Bound** field.
30. Enter the upper bound of the 95% confidence interval of the calculated value in the **95% Confidence Interval Upper Bound** field.
31. Enter how many respondents provided a valid response in the **Actual number of valid responses for specific survey item** field.
32. Enter how many respondents could have provided a valid response in the **Possible number of valid responses for specific survey item** field.
33. Enter any comments in the **Validity Comments/Concerns** field.
34. Click the Save (**Save**) button.
    *Note: Click the Cancel (**Cancel**) button to cancel this entry, or the Clear (**Clear**) button to clear the form.



Screenshot displaying the Outcome Data Information text fields – this is a partial screenshot

Tips

- Multiple Data Sources may be entered for each indicator, where applicable.
- Clicking the (minus sign) will minimize the section (Sub-recipient Data Source, Population Information, Sample Information, and Outcome Data Information) and hide the text fields. The (minus sign) becomes a (plus sign). Click the (plus sign) to show the text fields.

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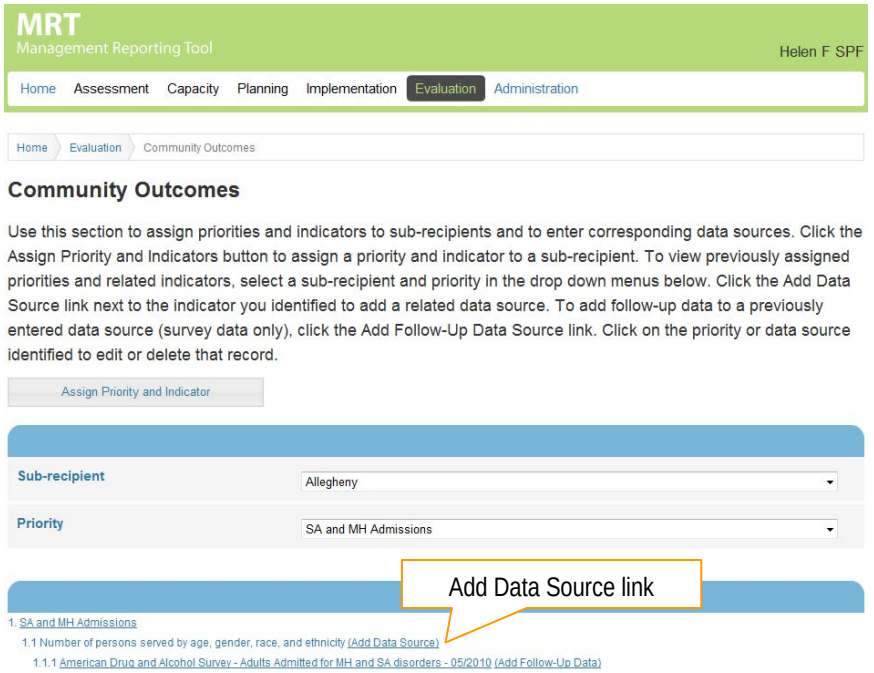
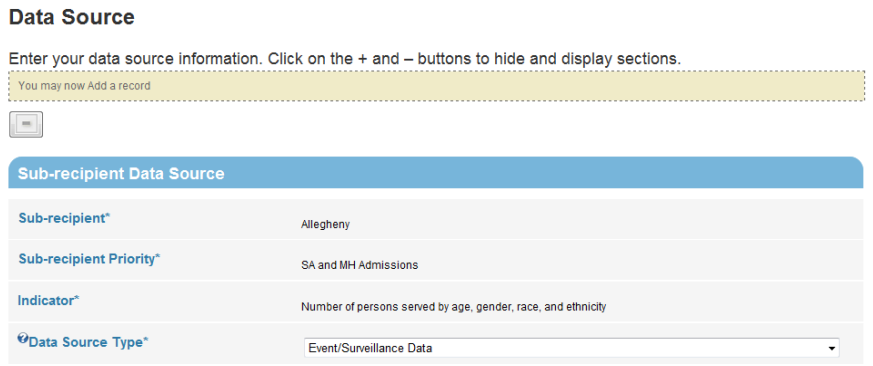
Adding an Event/Surveillance Data Source to a Measure

1. Click **Evaluation** from the Menu.
2. Click **Community Outcomes** from the Evaluation Landing Page.
3. Select the sub-recipient community name from the **Sub-recipient** dropdown menu.
4. Select the sub-recipient priority type from the **Priority** dropdown menu.
5. Click the (Add Data Source) (**Add Data Source**) link located to the right of the appropriate Measure.


MRT
Management Reporting Tool
Helen F SPF
Home Assessment Capacity Planning Implementation Evaluation Administration
Home Evaluation Community Outcomes
Community Outcomes
Use this section to assign priorities and indicators to sub-recipients and to enter corresponding data sources. Click the Assign Priority and Indicators button to assign a priority and indicator to a sub-recipient. To view previously assigned priorities and related indicators, select a sub-recipient and priority in the drop down menus below. Click the Add Data Source link next to the indicator you identified to add a related data source. To add follow-up data to a previously entered data source (survey data only), click the Add Follow-Up Data Source link. Click on the priority or data source identified to edit or delete that record.
Assign Priority and Indicator
Sub-recipient
Allegheny
Priority
SA and MH Admissions
Add Data Source link
1. SA and MH Admissions
1.1 Number of persons served by age, gender, race, and ethnicity (Add Data Source)
1.1.1 American Drug and Alcohol Survey - Adults Admitted for MH and SA disorders - 05/2010 (Add Follow-Up Data)

Sample screenshot displaying the Community Outcomes Listing Page

6. The following fields will be filled in for you: **Sub-recipient***, **Sub-recipient Priority***, and **Indicator***.
7. Select ***Event/Surveillance Data*** from the **Data Source Type*** dropdown menu.


Data Source
Enter your data source information. Click on the + and – buttons to hide and display sections.
You may now Add a record
Sub-recipient Data Source
Sub-recipient*
Allegheny
Sub-recipient Priority*
SA and MH Admissions
Indicator*
Number of persons served by age, gender, race, and ethnicity
Data Source Type*
Event/Surveillance Data

Sample screenshot displaying the Sub-recipient Data Source text fields with Event/Surveillance Data selected – this is a partial screenshot

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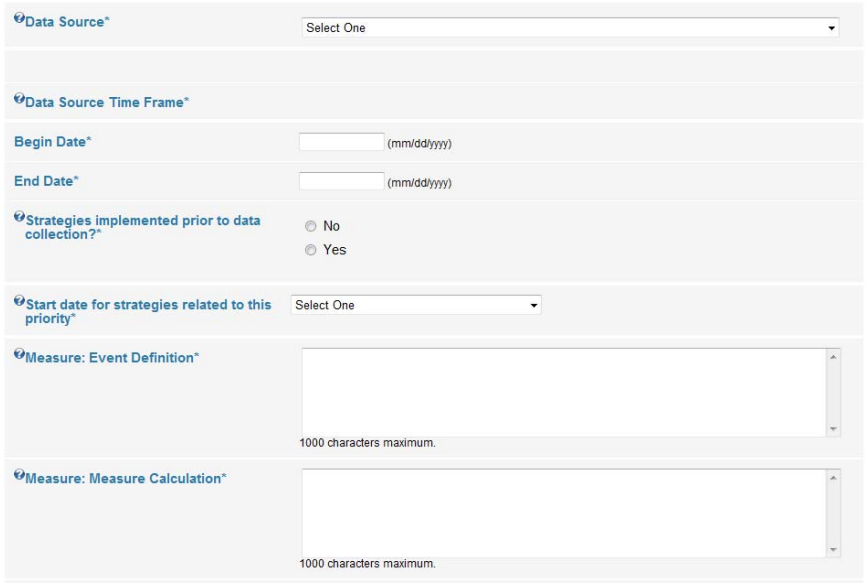
8. Select the survey used to collect the data for the measure from the **Data Source*** dropdown menu.
    a. If a local data source (e.g., state/grantee agency reporting survey), a new field will appear asking you to specify the name of the local data source (**Data Source Name*** text box)
9. Indicate the timeframe the data was collected as mm/dd/yyyy in two (2) fields: **Begin Date*** and **End Date*** or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.).
10. Select *Yes* or *No* for **Strategies implemented prior to data collection?***
11. Select a date range for the **Start date for strategies related to this priority*** dropdown menu.



Screenshot displaying the Sub-recipient Data Source text fields – this is a partial screenshot

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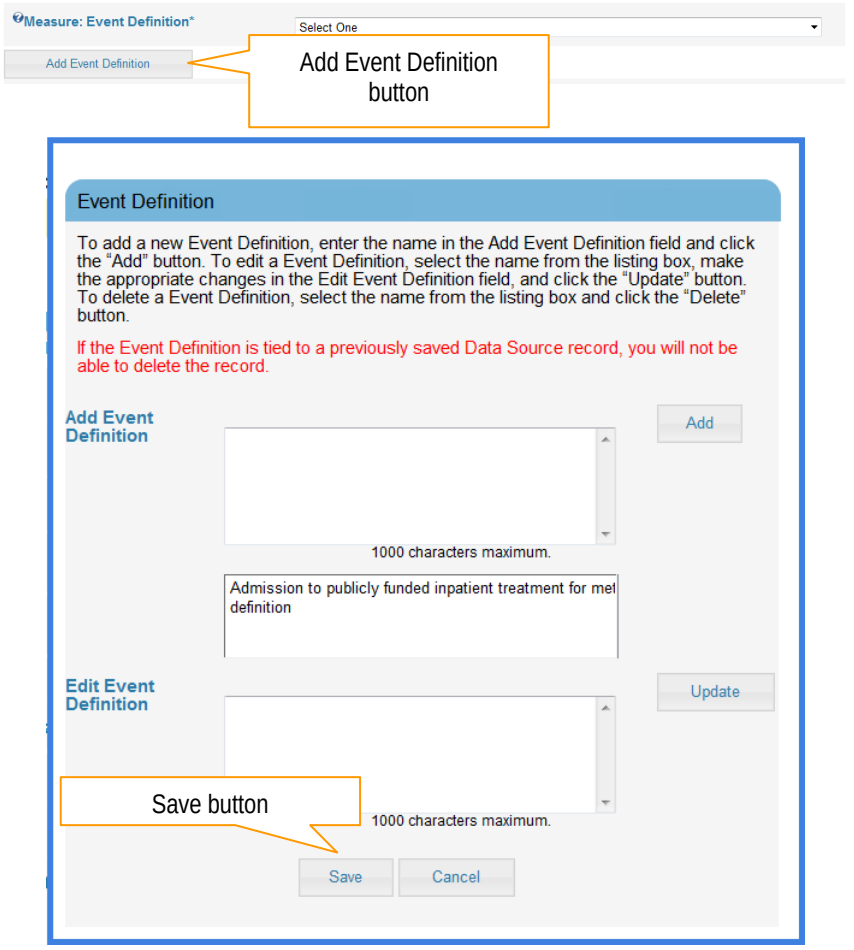
12. Select the incident or event that comprises the measure from the **Measure: Event Definition*** dropdown list.
    a. To add a definition, click the Add Event Definition (**Add Event Definition**) button. A new window will display.
        i. Enter the definition information in the **Add Event Definition** field.
        ii. Click the Add (**Add**) button. The definition will display in the selection box below.
    b. To edit an existing definition, select it from the list of added definitions.
        i. Edit the details of the definition in the **Edit Event Definition** field.
        ii. Click the Update (**Update**) button.
    c. To delete an existing definition, select it from the list of added definitions.
        1) Click the Delete (**Delete**) button.
        2) You will receive a confirmation message asking if you are sure.
        3) Click Yes (**Yes**) to delete the definition.
        *Note: To cancel the deletion, click the No (No) button.
    d. Click the Save (**Save**) button.
    *Note: Click the Cancel (**Cancel**) button to cancel this entry.


Measure: Event Definition*
Select One
Add Event Definition
Add Event Definition button
Event Definition
To add a new Event Definition, enter the name in the Add Event Definition field and click the "Add" button. To edit a Event Definition, select the name from the listing box, make the appropriate changes in the Edit Event Definition field, and click the "Update" button. To delete a Event Definition, select the name from the listing box and click the "Delete" button.
If the Event Definition is tied to a previously saved Data Source record, you will not be able to delete the record.
Add Event Definition
Add
1000 characters maximum.
Admission to publicly funded inpatient treatment for mel
definition
Edit Event Definition
Update
Save button
1000 characters maximum.
Save
Cancel

Screenshot displaying the Sub-recipient Data Source text fields and Event Definition Window – this is a partial screenshot

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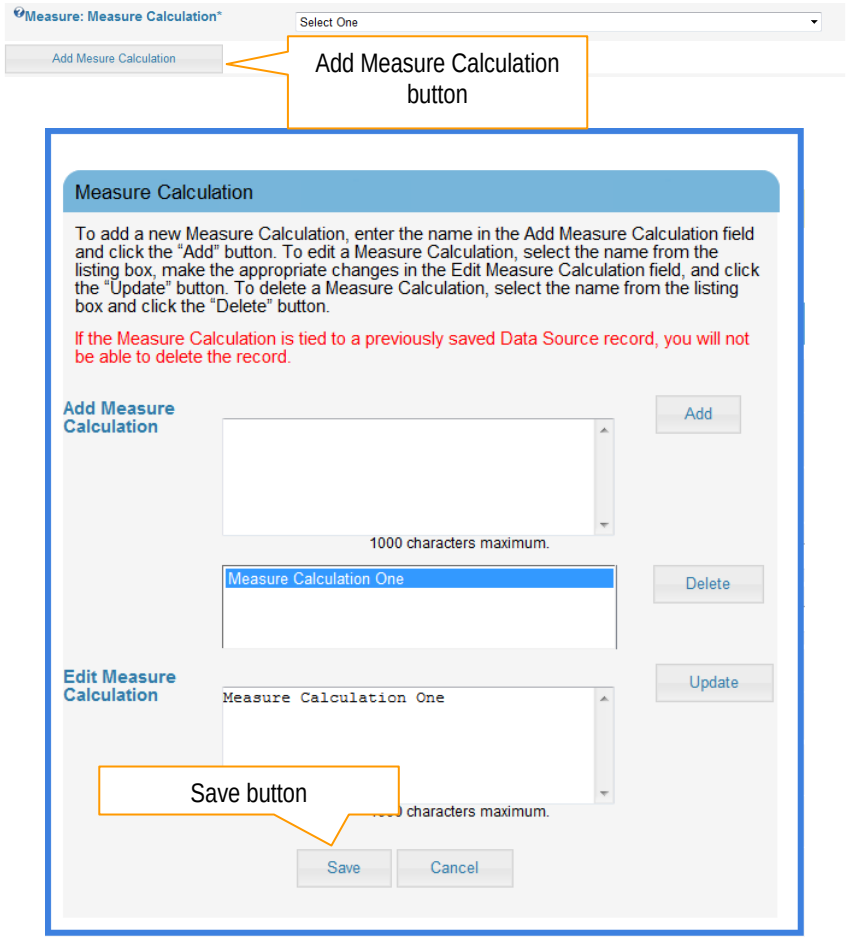
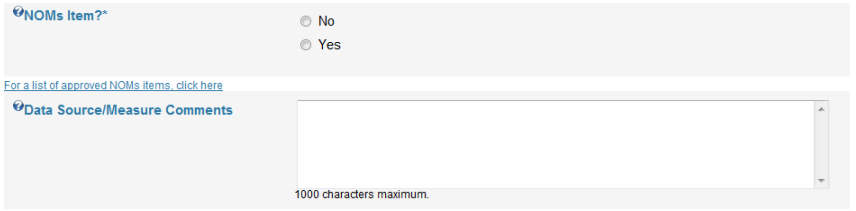
13. Select how the event is being calculated in the **Measure: Measure Calculation*** dropdown list.
    a. To add a calculation, click the Add Mesure Calculation (**Add Measure Calculation**) button. A new window will display.
        i. Enter the calculation information in the **Add Measure Calculation** field.
        ii. Click the Add (**Add**) button. The calculation will display in the selection box below.
    b. To edit an existing calculation, select it from the list of added calculations.
        i. Edit the details of the calculation in the **Edit Measure Calculation** field.
        ii. Click the Update (**Update**) button.
    c. To delete an existing calculation, select it from the list of added calculations.
        i. Click the Delete (**Delete**) button.
        ii. You will receive a confirmation message asking if you are sure.
        iii. Click Yes (**Yes**) to delete the calculation.
        *Note: To cancel the deletion, click the No (No) button.
    d. Click the Save (**Save**) button.
    *Note: Click the Cancel (**Cancel**) button to cancel this entry.


Measure: Measure Calculation*
Select One
Add Mesure Calculation
Add Measure Calculation button
Measure Calculation
To add a new Measure Calculation, enter the name in the Add Measure Calculation field and click the "Add" button. To edit a Measure Calculation, select the name from the listing box, make the appropriate changes in the Edit Measure Calculation field, and click the "Update" button. To delete a Measure Calculation, select the name from the listing box and click the "Delete" button.
If the Measure Calculation is tied to a previously saved Data Source record, you will not be able to delete the record.
Add Measure Calculation
Add
1000 characters maximum.
Measure Calculation One
Delete
Edit Measure Calculation
Measure Calculation One
Update
Save button
Save
Cancel

Screenshot displaying the Sub-recipient Data Source text fields and Measure Calculation Window – this is a partial screenshot

14. Choose *Yes* or *No* for **NOMs Item?***.
    *Note: To see a list of approved NOMs items, click the For a list of approved NOMs items, click here (**For a list of approved NOMs items, click here**) link.
15. If desired, enter any explanatory comments needed to clarify any of the information in the **Data Source/Measure Comments** text box.



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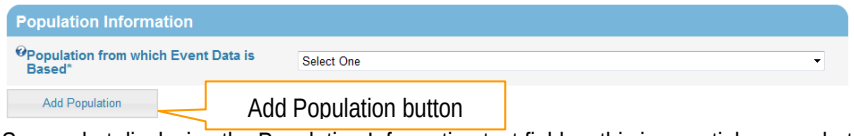
16. Enter the **Population Information** for the Event Data.
    a. Select the population the event was designed to represent for the measure from the **Population from which Event Data is Based*** dropdown list.
        i. To add a population, click the Add Population (**Add Population**) button. A new window will display.
            1) Enter the population information in the **Add Population** field.
            2) Click the Add (**Add**) button. The population will display in the selection box below.
        ii. To edit an existing population, select it from the list of added populations.
            1) Edit the details of the population in the **Edit Population** field.
            2) Click the Update (**Update**) button.
        iii. To delete an existing population, select it from the list of added populations.
            1) Click the Delete (**Delete**) button.
            2) You will receive a confirmation message asking if you are sure.
            3) Click Yes (**Yes**) to delete the population.
            *Note: To cancel the deletion, click the No (No) button.
        iv. Click the Save (**Save**) button.
        *Note: Click the Cancel (Cancel) button to cancel this entry.



Screenshot displaying the Population Information text fields – this is a partial screenshot

Population
To add a new Population, enter the name in the Add Population field and click the "Add" button. To edit a Population, select the name from the listing box, make the appropriate changes in the Edit Population field, and click the "Update" button. To delete a Population, select the name from the listing box and click the "Delete" button.
If the Population is tied to a previously saved Data Source record, you will not be able to delete the record.
Add Population
Add
1000 characters maximum.
Population One
Delete
Edit Population
Update
Population One
Save button
Save
Cancel
Screenshot displaying the Population Window – this is a partial screenshot

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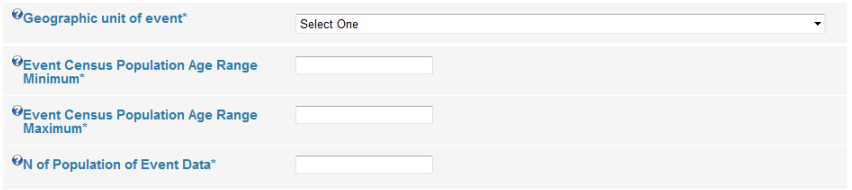
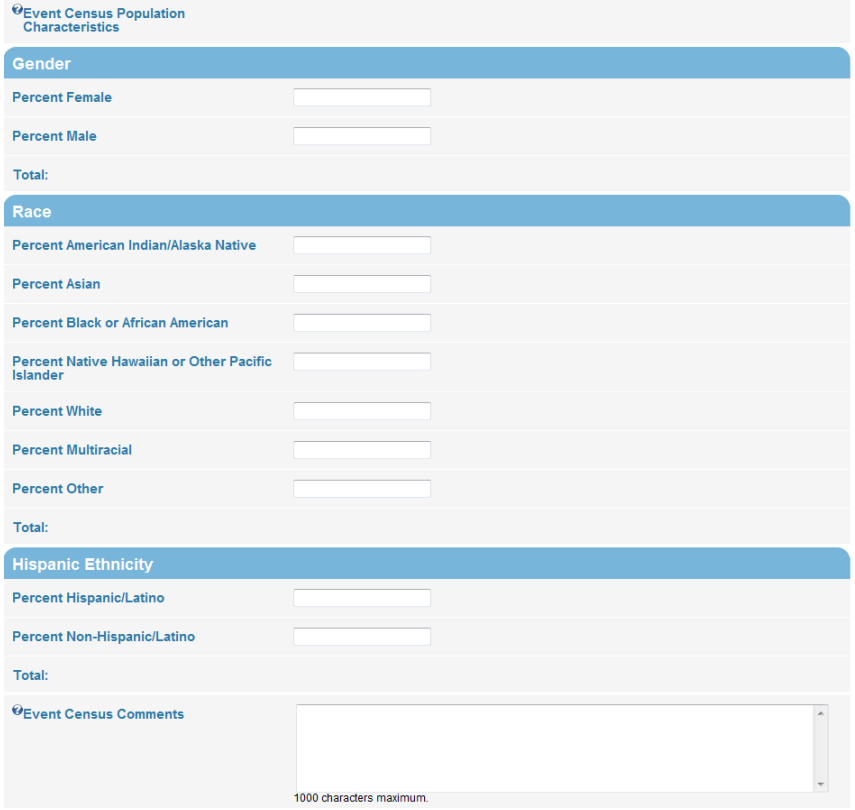
17. Select the geographic unit of the data being reported from the **Geographic unit of event*** dropdown list.
    a. If *Other* is selected, enter the name of the geographic unit in the **Specify Other Geographic Unit*** field.
18. Enter the minimum age of the population in the **Event Census Population Age Range Minimum*** field.
19. Enter the maximum age of the population in the **Event Census Population Age Range Maximum*** field.
20. Enter the estimated number of persons in the population in the **N of Population*** text box.


Geographic unit of event*
Select One
Event Census Population Age Range Minimum*
Event Census Population Age Range Maximum*
N of Population of Event Data*

Sample screenshot displaying the Population Information text fields – this is a partial screenshot

21. Enter the **Event Census Population Characteristics** by entering the appropriate percentages for each demographic (*Gender*, *Race*, and *Hispanic Ethnicity*).

    *Note: Once the form is saved, the **Total:** will be calculated for you.
22. Enter any comments in the **Event Census Comments** field.



Sample screenshot displaying the Population Information text fields– this is a partial screenshot

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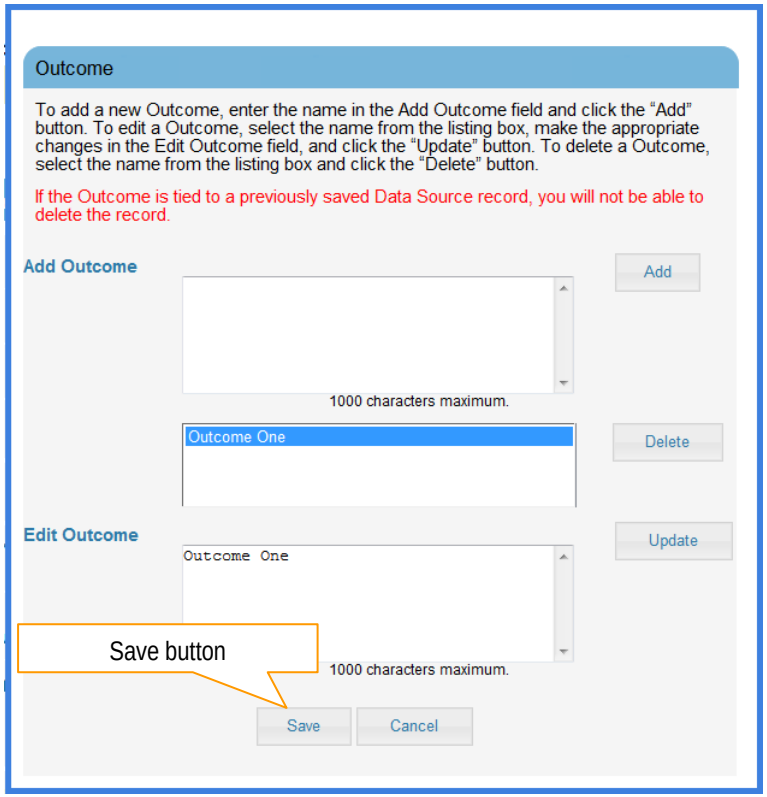
23. Enter the **Outcome Data Information** for the Event Data.
    a. Select the outcome data from the **Reported Outcome for Event Data*** dropdown list.
        i. To add an outcome, click the Add Outcome (**Add Outcome**) button. A new window will display.
            1) Enter the outcome information in the **Add Outcome** field.
            2) Click the Add (**Add**) button. The outcome will display in the selection box below.
        ii. To edit an existing outcome, select it from the list of added outcomes.
            1) Edit the details of the outcome in the **Edit Outcome** field.
            2) Click the Update (**Update**) button.
        iii. To delete an existing outcome, select it from the list of added outcomes.
            1) Click the Delete (**Delete**) button.
            2) You will receive a confirmation message asking if you are sure.
            3) Click Yes (**Yes**) to delete the outcome.
            *Note: To cancel the deletion, click the No (**No**) button.
        iv. Click the Save (**Save**) button.
        *Note: Click the Cancel (**Cancel**) button to cancel this entry.

Screenshot displaying the Outcome Data Information text fields – this is a partial screenshot


Outcome
To add a new Outcome, enter the name in the Add Outcome field and click the "Add" button. To edit a Outcome, select the name from the listing box, make the appropriate changes in the Edit Outcome field, and click the "Update" button. To delete a Outcome, select the name from the listing box and click the "Delete" button.
If the Outcome is tied to a previously saved Data Source record, you will not be able to delete the record.
Add Outcome
Add
1000 characters maximum.
Outcome One
Delete
Edit Outcome
Update
Outcome One
Save button
1000 characters maximum.
Save
Cancel
Screenshot displaying the Outcome Window

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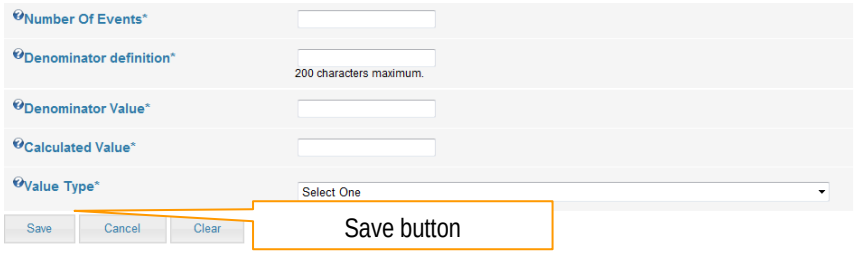
24. Enter the number of event occurrences in the **Number of Events*** field.
25. Enter the denominator definition for the measure in the **Denominator definition*** field.
26. Enter the denominator value for the measure in the **Denominator Value*** field.
27. Enter the calculated value of the measure in the **Calculated Value*** field.
28. Select a **Value Type*** from the dropdown list.
    a. If *Other* is selected, enter the value type name in the **Specify Other Value Type*** field.
29. Click the Save (**Save**) button.
    *Note: Click the Cancel (**Cancel**) button to cancel this entry, or the Clear (**Clear**) button to clear the form.



Screenshot displaying the Outcome Data Information text fields – this is a partial screenshot

Tips

- Multiple Data Sources may be entered for each measure, where applicable.
- Clicking the (minus sign) will minimize the section (Sub-recipient Data Source, Population Information, and Outcome Data Information) and hide the text fields. The (minus sign) becomes a (plus sign). Click the (plus sign) to show the text fields.

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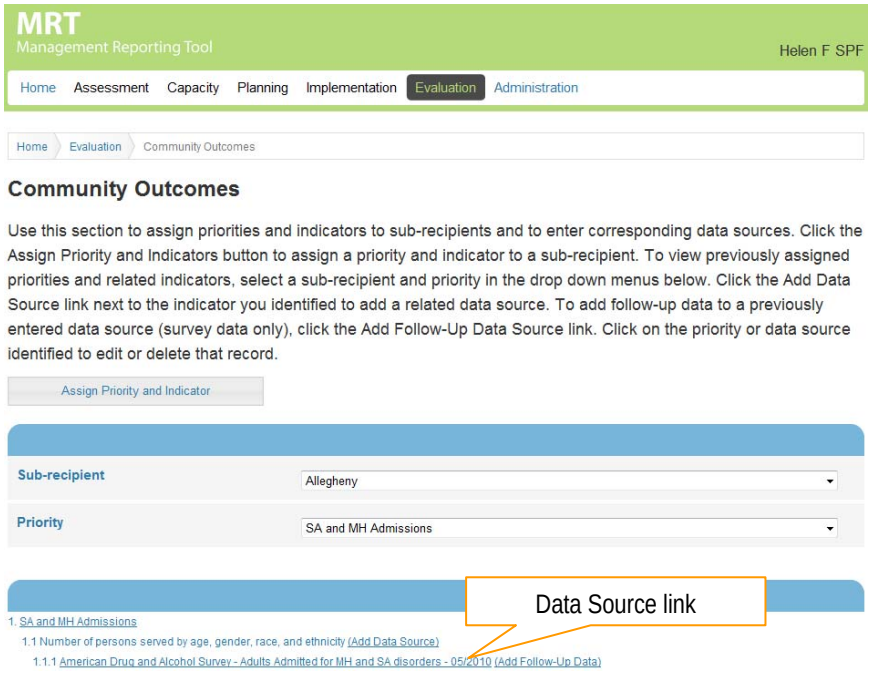
Editing a Data Source

1. Click **Evaluation** from the Menu.
2. Click **Community Outcomes** from the Evaluation Landing Page.
3. Select the sub-recipient community name from the **Sub-recipient** dropdown menu.
4. Select the sub-recipient priority type from the **Priority** dropdown menu.
5. Select the data source you wish to edit by clicking the appropriate Data Source name.
6. Make any changes needed to the form.
7. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.


MRT
Management Reporting Tool
Helen F SPF
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Evaluation
Community Outcomes
Community Outcomes
Use this section to assign priorities and indicators to sub-recipients and to enter corresponding data sources. Click the Assign Priority and Indicators button to assign a priority and indicator to a sub-recipient. To view previously assigned priorities and related indicators, select a sub-recipient and priority in the drop down menus below. Click the Add Data Source link next to the indicator you identified to add a related data source. To add follow-up data to a previously entered data source (survey data only), click the Add Follow-Up Data Source link. Click on the priority or data source identified to edit or delete that record.
Assign Priority and Indicator
Sub-recipient
Allegheny
Priority
SA and MH Admissions
Data Source link
1. SA and MH Admissions
1.1 Number of persons served by age, gender, race, and ethnicity (Add Data Source)
1.1.1 American Drug and Alcohol Survey - Adults Admitted for MH and SA disorders - 05/2010 (Add Follow-Up Data)

Sample screenshot displaying the Community Outcomes Listing Page

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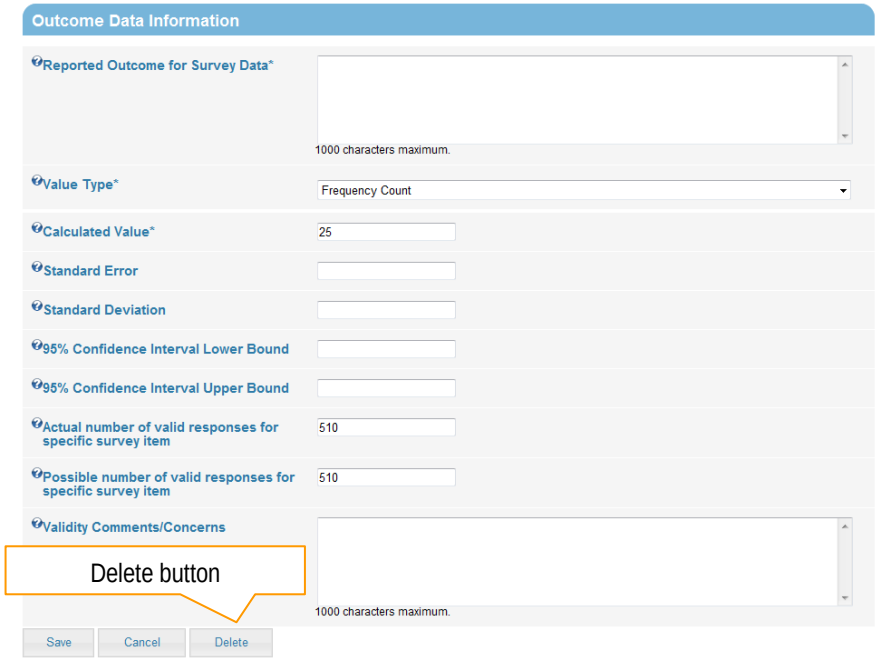
Deleting a Data Source

1. Click **Evaluation** from the Menu.
2. Click **Community Outcomes** from the Evaluation Landing Page.
3. Select the sub-recipient community name from the **Sub-recipient** dropdown menu.
4. Select the sub-recipient priority type from the **Priority** dropdown menu.
5. Select the data source you wish to delete by clicking the appropriate Data Source name.
6. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
7. The record will be removed from the grid.



Sample screenshot displaying the Data Source Edit Form – this is a partial screenshot

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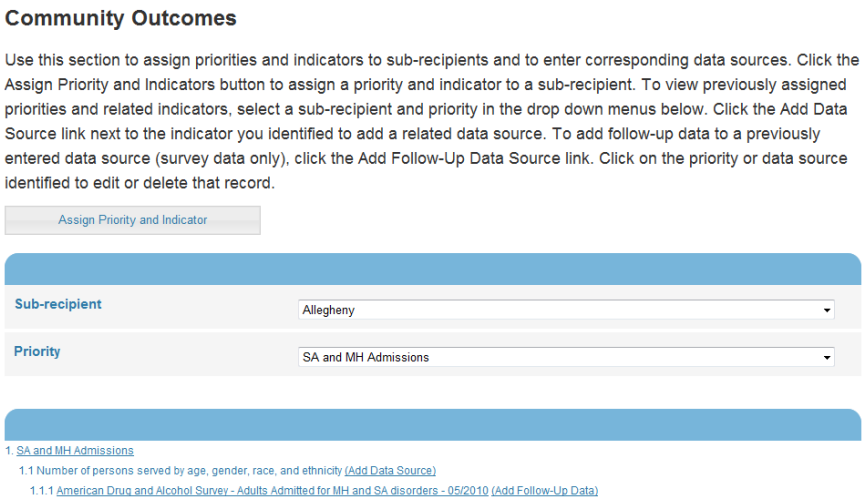
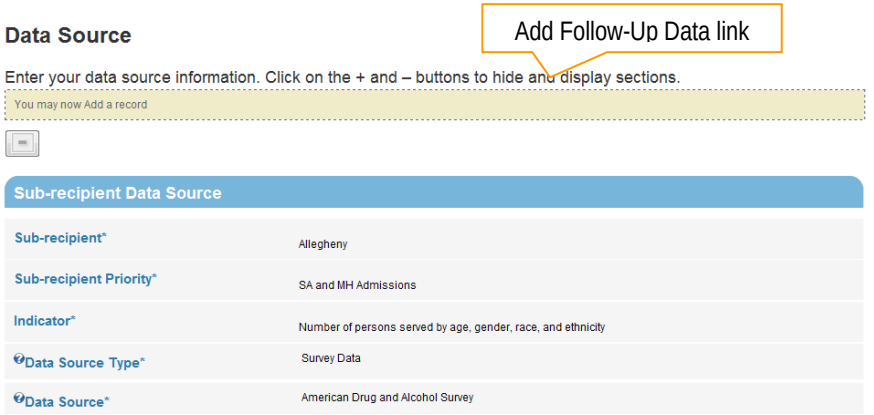
Adding a Follow-Up Data Source

1. Click **Evaluation** from the Menu.
2. Click **Community Outcomes** from the Evaluation Landing Page.
3. Select the sub-recipient community name from the **Sub-recipient** dropdown menu.
4. Select the sub-recipient priority type from the **Priority** dropdown menu.
5. Click the (Add Follow-Up Data) (**Add Follow-Up Data**) link located to the right of the appropriate Data Source.


Community Outcomes
Use this section to assign priorities and indicators to sub-recipients and to enter corresponding data sources. Click the Assign Priority and Indicators button to assign a priority and indicator to a sub-recipient. To view previously assigned priorities and related indicators, select a sub-recipient and priority in the drop down menus below. Click the Add Data Source link next to the indicator you identified to add a related data source. To add follow-up data to a previously entered data source (survey data only), click the Add Follow-Up Data Source link. Click on the priority or data source identified to edit or delete that record.
Assign Priority and Indicator
Sub-recipient
Allegheny
Priority
SA and MH Admissions
1. SA and MH Admissions
1.1 Number of persons served by age, gender, race, and ethnicity (Add Data Source)
1.1.1 American Drug and Alcohol Survey - Adults Admitted for MH and SA disorders - 05/2010 (Add Follow-Up Data)

Sample screenshot displaying the Community Outcomes Listing Page


Add Follow-Up Data link
Data Source
Enter your data source information. Click on the + and – buttons to hide and display sections.
You may now Add a record
Sub-recipient Data Source
Sub-recipient*
Allegheny
Sub-recipient Priority*
SA and MH Admissions
Indicator*
Number of persons served by age, gender, race, and ethnicity
Data Source Type*
Survey Data
Data Source*
American Drug and Alcohol Survey

Sample screenshot displaying the Data Source Page – this is a partial screenshot

6. The first several fields will be pre-populated for you based on the Data Source details.
7. For the rest of the fields, follow the same instructions under Adding a Survey Data Source to a Measure or Adding an Event/Surveillance Data Source to a Measure starting with number 7.

Tips

- To add a baseline data source, use the (Add Data Source) (**Add Data Source**) link. To add a follow-up data source, use the (Add Follow-Up Data) (**Add Follow-Up Data**) link.

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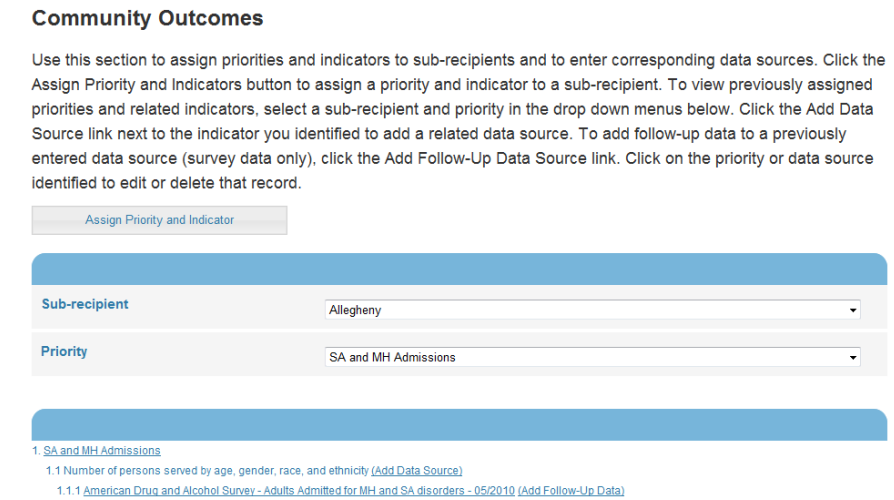
Editing a Follow-Up Data Source

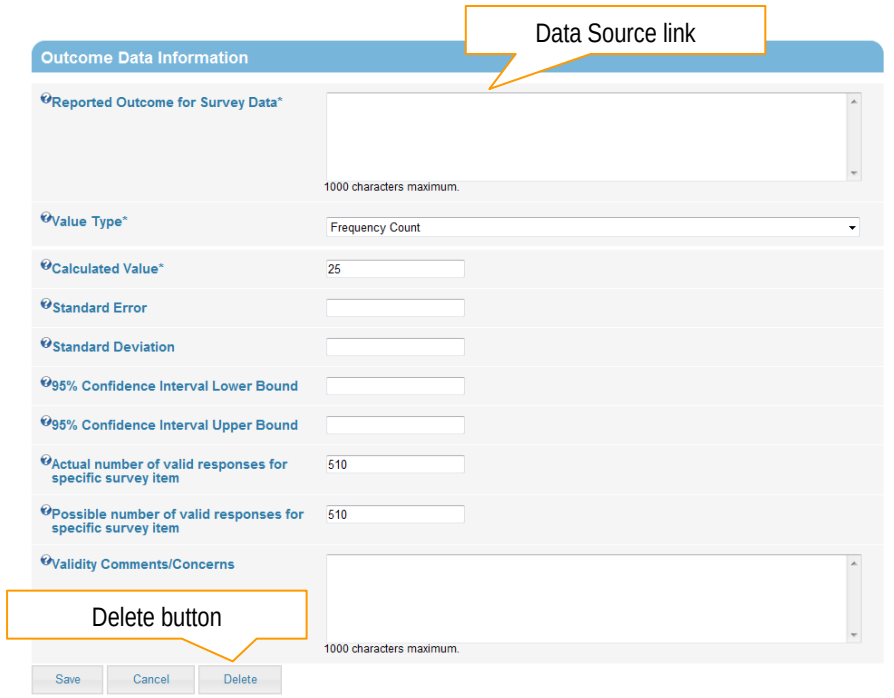
1. Click **Evaluation** from the Menu.
2. Click **Community Outcomes** from the Evaluation Landing Page.
3. Select the sub-recipient community name from the **Sub-recipient** dropdown menu.
4. Select the sub-recipient priority type from the **Priority** dropdown menu.
5. Select the data source you wish to edit by clicking the appropriate Data Source name.
6. Make any changes needed to the form.
7. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.

Deleting a Follow-Up Data Source

1. Click **Evaluation** from the Menu.
2. Click **Community Outcomes** from the Evaluation Landing Page.
3. Select the sub-recipient community name from the **Sub-recipient** dropdown menu.
4. Select the sub-recipient priority type from the **Priority** dropdown menu.
5. Select the data source you wish to delete by clicking the appropriate Data Source name.
6. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry
7. The record will be removed from the grid.


Community Outcomes
Use this section to assign priorities and indicators to sub-recipients and to enter corresponding data sources. Click the Assign Priority and Indicators button to assign a priority and indicator to a sub-recipient. To view previously assigned priorities and related indicators, select a sub-recipient and priority in the drop down menus below. Click the Add Data Source link next to the indicator you identified to add a related data source. To add follow-up data to a previously entered data source (survey data only), click the Add Follow-Up Data Source link. Click on the priority or data source identified to edit or delete that record.
Assign Priority and Indicator
Sub-recipient
Allegheny
Priority
SA and MH Admissions
1. SA and MH Admissions
1.1 Number of persons served by age, gender, race, and ethnicity (Add Data Source)
1.1.1 American Drug and Alcohol Survey - Adults Admitted for MH and SA disorders - 05/2010 (Add Follow-Up Data)

Sample screenshot displaying the Community Outcomes Listing Page



Sample screenshot displaying the Follow-Up Data Source Edit Form – this is a partial screenshot

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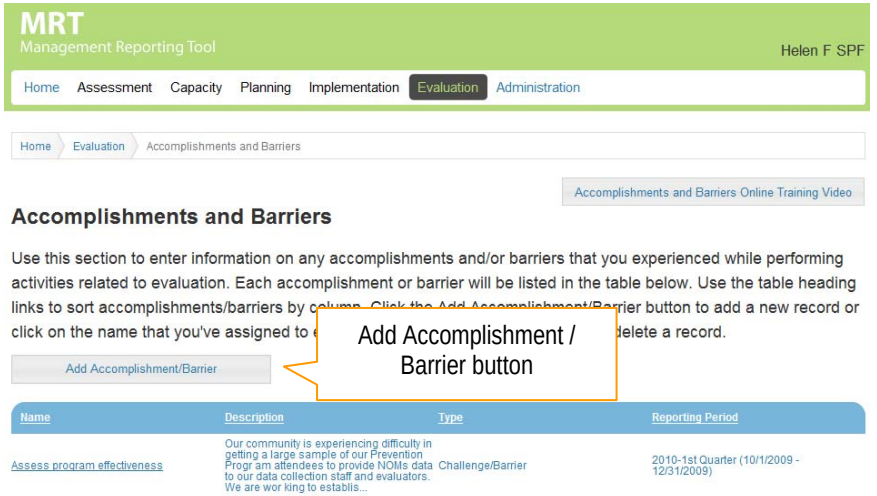
Accomplishments and Barriers

The Accomplishments and Barriers module allows the user to track their accomplishments and barriers related to evaluation.

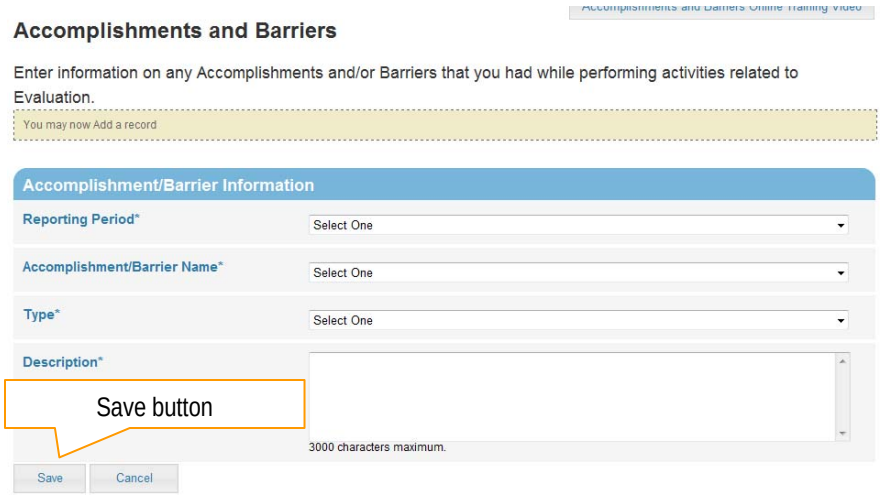
Adding an Accomplishment or Barrier

1. Click **Evaluation** from the Menu.
2. Click **Accomplishments and Barriers** from the Evaluation Landing Page.
3. Click the Add Accomplishment/Barrier (**Add Accomplishment/Barrier**) button.


MRT
Management Reporting Tool
Helen F SPF
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Evaluation
Accomplishments and Barriers
Accomplishments and Barriers Online Training Video
Accomplishments and Barriers
Use this section to enter information on any accomplishments and/or barriers that you experienced while performing activities related to evaluation. Each accomplishment or barrier will be listed in the table below. Use the table heading links to sort accomplishments/barriers by
Add Accomplishment / Barrier button
Add Accomplishment/Barrier
Name
Description
Type
Reporting Period
Assess program effectiveness
Our community is experiencing difficulty in getting a large sample of our Prevention Progr am attendees to provide NOMs data to our data collection staff and evaluators. We are wor king to establis...
Challenge/Barrier
2010-1st Quarter (10/1/2009 - 12/31/2009)

Sample screenshot displaying the Accomplishments and Barriers Listing Page

4. Select the reporting period this accomplishment or barrier occurred in from the **Reporting Period*** dropdown list.
5. Select a name form the accomplishment or barrier from the **Accomplishment/Barrier Name*** dropdown menu.
6. Select *Accomplishment* or *Barrier* from the **Type*** dropdown menu.
7. Enter details about the accomplishment or barrier in the **Description*** text box.
8. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.



Screenshot displaying the Accomplishments and Barriers Edit Form

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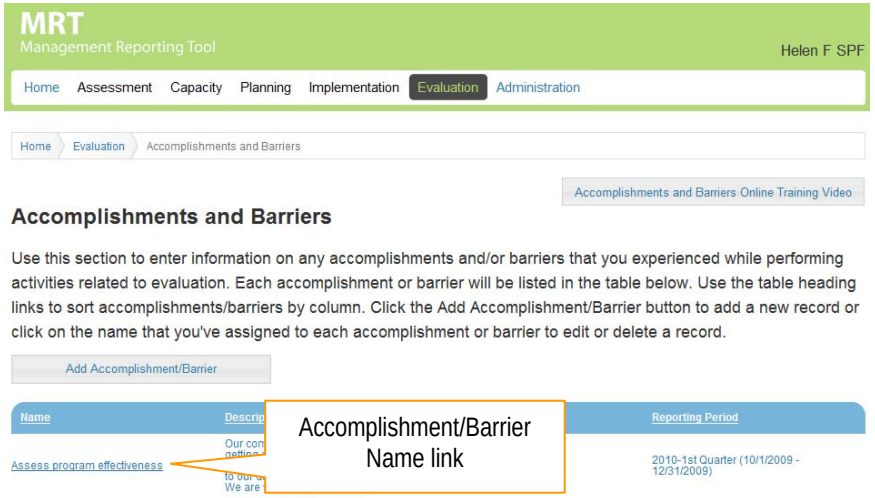
Editing an Accomplishment or Barrier

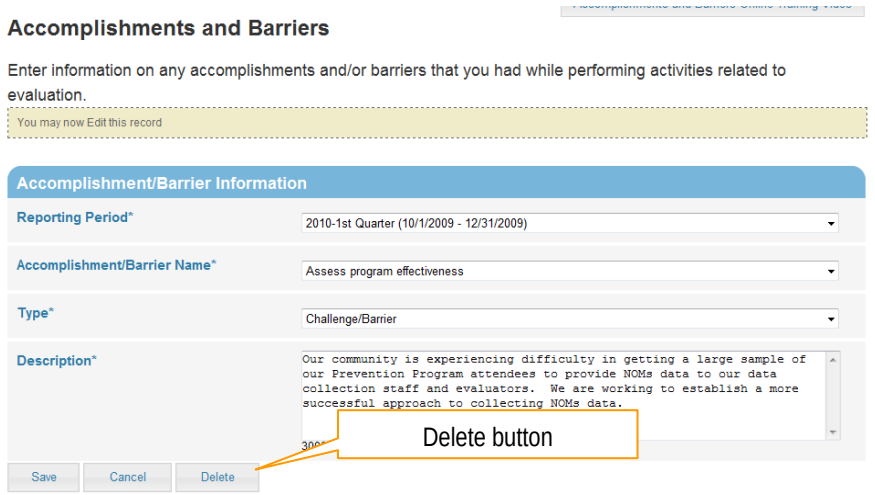
1. Click **Evaluation** from the Menu.
2. Click **Accomplishments and Barriers** from the Evaluation Landing Page.
3. From the Listing Page, select the accomplishment or barrier you wish to edit by clicking the appropriate accomplishment/barrier Name.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.


MRT
Management Reporting Tool
Helen F SPF
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Evaluation
Accomplishments and Barriers
Accomplishments and Barriers Online Training Video
Accomplishments and Barriers
Use this section to enter information on any accomplishments and/or barriers that you experienced while performing activities related to evaluation. Each accomplishment or barrier will be listed in the table below. Use the table heading links to sort accomplishments/barriers by column. Click the Add Accomplishment/Barrier button to add a new record or click on the name that you've assigned to each accomplishment or barrier to edit or delete a record.
Add Accomplishment/Barrier
Name
Reporting Period
Assess program effectiveness
2010-1st Quarter (10/1/2009 - 12/31/2009)
Accomplishment/Barrier Name link

Sample screenshot displaying the Accomplishments and Barriers Listing Page

Deleting an Accomplishment or Barrier

1. Click **Evaluation** from the Menu.
2. Click **Accomplishments and Barriers** from the Evaluation Landing Page.
3. From the Listing Page, select the accomplishment or barrier you wish to delete by clicking the appropriate accomplishment/barrier Name.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.


Accomplishments and Barriers
Enter information on any accomplishments and/or barriers that you had while performing activities related to evaluation.
You may now Edit this record
Accomplishment/Barrier Information
Reporting Period*
2010-1st Quarter (10/1/2009 - 12/31/2009)
Accomplishment/Barrier Name*
Assess program effectiveness
Type*
Challenge/Barrier
Description*
Our community is experiencing difficulty in getting a large sample of our Prevention Program attendees to provide NOMs data to our data collection staff and evaluators. We are working to establish a more successful approach to collecting NOMs data.
Save
Cancel
Delete
Delete button

Sample screenshot displaying the Accomplishments and Barriers Edit Form

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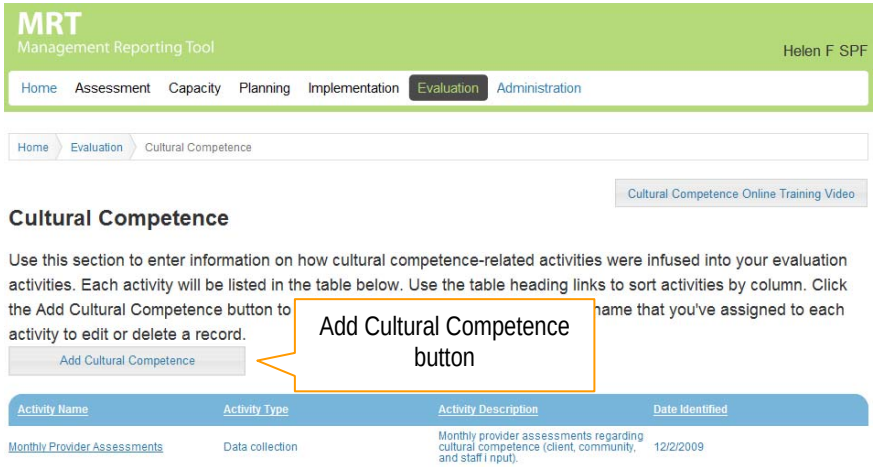
Cultural Competence

The Cultural Competence module allows the user to add how cultural competence-related activities were infused into your evaluation activities.

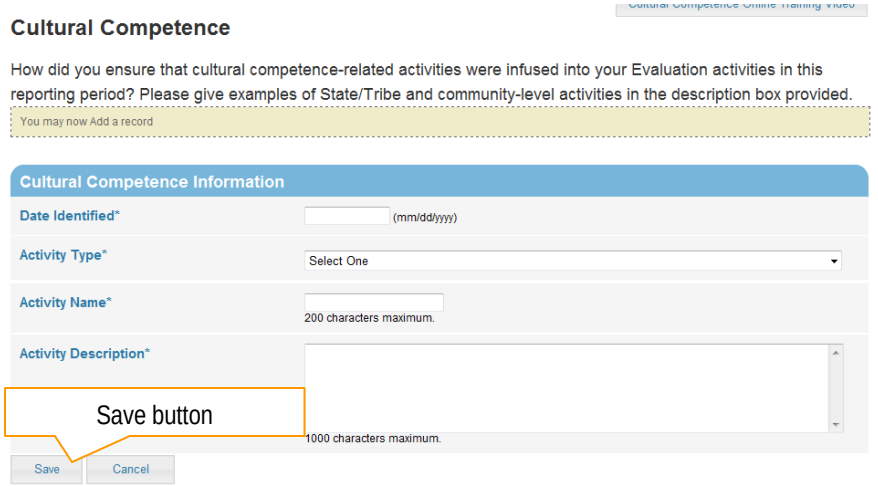
Adding a Cultural Competence-related Activity

1. Click **Evaluation** from the Menu.
2. Click **Cultural Competence** from the Evaluation Landing Page.
3. Click the Add Cultural Competence (**Add Cultural Competence**) button.


MRT
Management Reporting Tool
Helen F SPF
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Evaluation
Cultural Competence
Cultural Competence Online Training Video
Cultural Competence
Use this section to enter information on how cultural competence-related activities were infused into your evaluation activities. Each activity will be listed in the table below. Use the table heading links to sort activities by column. Click the Add Cultural Competence button to
name that you've assigned to each activity to edit or delete a record.
Add Cultural Competence
Add Cultural Competence button
Activity Name
Activity Type
Activity Description
Date Identified
Monthly Provider Assessments
Data collection
Monthly provider assessments regarding cultural competence (client, community, and staff i nput).
12/2/2009

Sample screenshot displaying the Cultural Competence Listing Page

4. Enter the date identified from the **Date Identified*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.)
5. Select an activity from the **Activity Type*** dropdown menu.
    a. If *Other* is selected you will need to identify it in the **Specify Other Activity Type*** text box.
6. Enter a name for the activity in the **Activity Name*** text box.
7. Enter details about the activity in the **Activity Description*** text box.
8. Click the Save (**Save**) button.
   ***Note**: Click the Cancel (**Cancel**) button to cancel this entry.


Cultural Competence
How did you ensure that cultural competence-related activities were infused into your Evaluation activities in this reporting period? Please give examples of State/Tribe and community-level activities in the description box provided.
You may now Add a record
Cultural Competence Information
Date Identified*
(mm/dd/yyyy)
Activity Type*
Select One
Activity Name*
200 characters maximum.
Activity Description*
1000 characters maximum.
Save button
Save
Cancel

Screenshot displaying the Cultural Competence Edit Form

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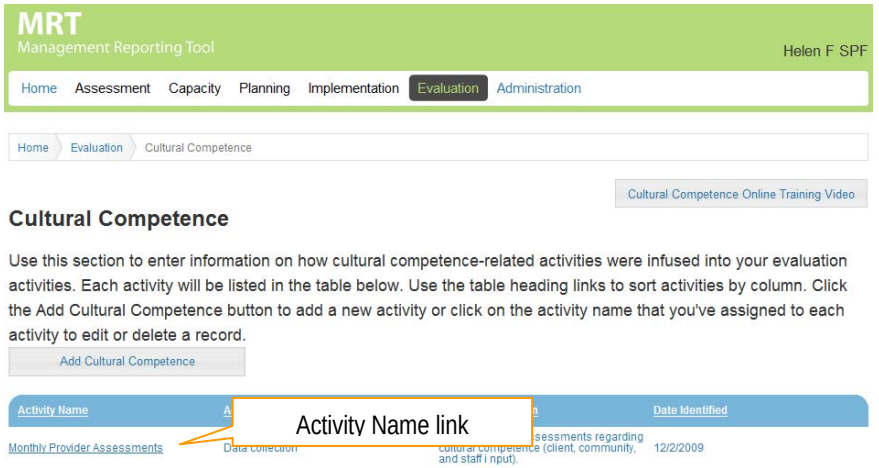
Editing a Cultural Competence-related Activity

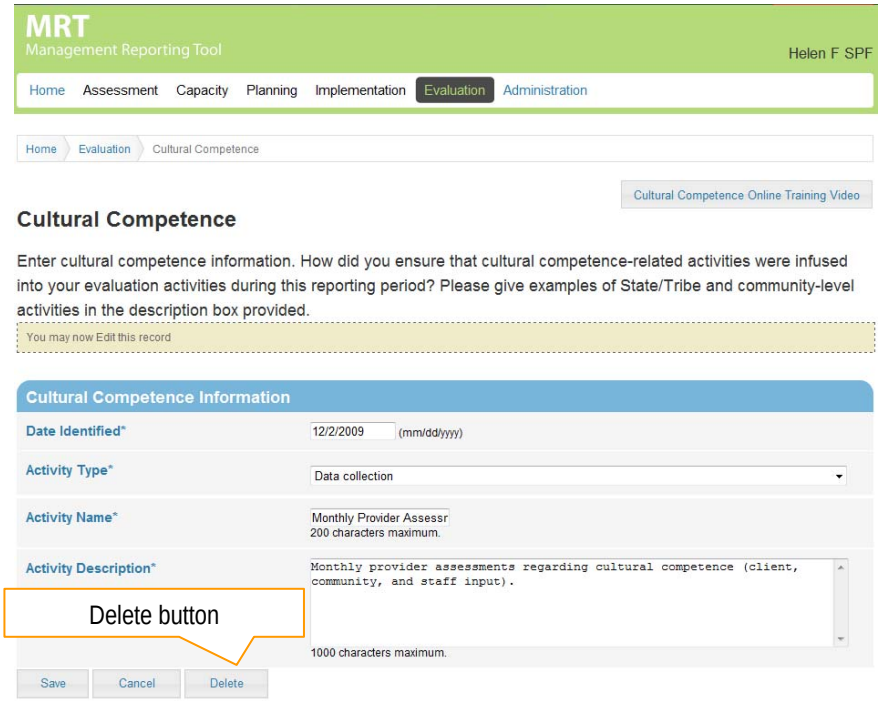
1. Click **Evaluation** from the Menu.
2. Click **Cultural Competence** from the Evaluation Landing Page.
3. From the Listing Page, select the cultural competence activity you wish to edit by clicking the appropriate Activity Name.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.


MRT
Management Reporting Tool
Helen F SPF
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Evaluation
Cultural Competence
Cultural Competence Online Training Video
Cultural Competence
Use this section to enter information on how cultural competence-related activities were infused into your evaluation activities. Each activity will be listed in the table below. Use the table heading links to sort activities by column. Click the Add Cultural Competence button to add a new activity or click on the activity name that you've assigned to each activity to edit or delete a record.
Add Cultural Competence
Activity Name
Date Identified
Activity Name link
Monthly Provider Assessments
12/2/2009

Sample screenshot displaying the Cultural Competence Listing Page

Deleting a Cultural Competence-related Activity

1. Click **Evaluation** from the Menu.
2. Click **Cultural Competence** from the Evaluation Landing Page.
3. From the Listing Page, select the cultural competence activity you wish to delete by clicking the appropriate Activity Name.
4. Click the Delete (**Delete**) button.
5. *Note: Click the Cancel (**Cancel**) button to cancel this entry.
6. The record will be removed from the grid.



Sample screenshot displaying the Cultural Competence Edit Form

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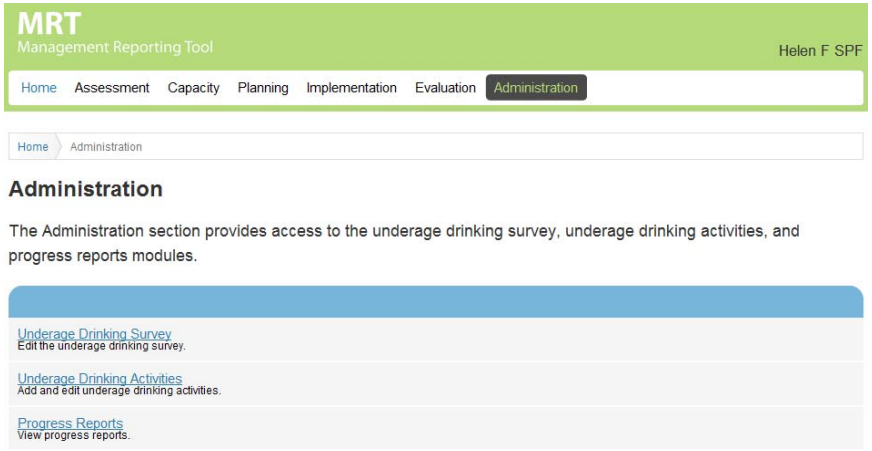
ADMINISTRATION

Within the Administration module, a user is able to perform the following tasks:

1. Enter and edit the Underage Drinking Survey.
2. Enter and edit Underage Drinking Activities.
3. Review and submit the Progress Report.



Screenshot of the Administration Landing Page

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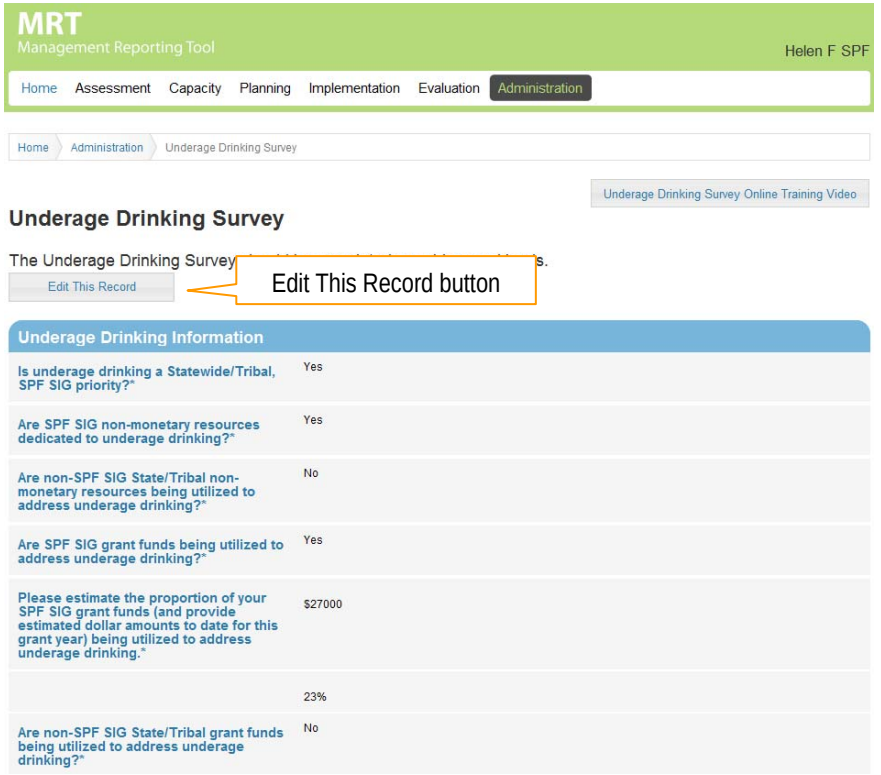
Underage Drinking Survey

The Underage Drinking Survey module allows the user to enter the Underage Drinking Survey. The Underage Drinking Survey should be completed on a bi-annual basis.

Updating the Underage Drinking Survey

1. Click **Administration** from the Menu.
2. Click **Underage Drinking Survey** from the Administration Landing Page.
3. Click the Edit This Record (**Edit This Record**) button.


MRT
Management Reporting Tool
Helen F SPF
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Administration
Underage Drinking Survey
Underage Drinking Survey Online Training Video
Underage Drinking Survey
The Underage Drinking Survey
Edit This Record
Edit This Record button
Underage Drinking Information
Is underage drinking a Statewide/Tribal, SPF SIG priority?*
Yes
Are SPF SIG non-monetary resources dedicated to underage drinking?*
Yes
Are non-SPF SIG State/Tribal non-monetary resources being utilized to address underage drinking?*
No
Are SPF SIG grant funds being utilized to address underage drinking?*
Yes
Please estimate the proportion of your SPF SIG grant funds (and provide estimated dollar amounts to date for this grant year) being utilized to address underage drinking.*
$27000
23%
Are non-SPF SIG State/Tribal grant funds being utilized to address underage drinking?*
No

Sample screenshot displaying the Underage Drinking Survey Listing Page

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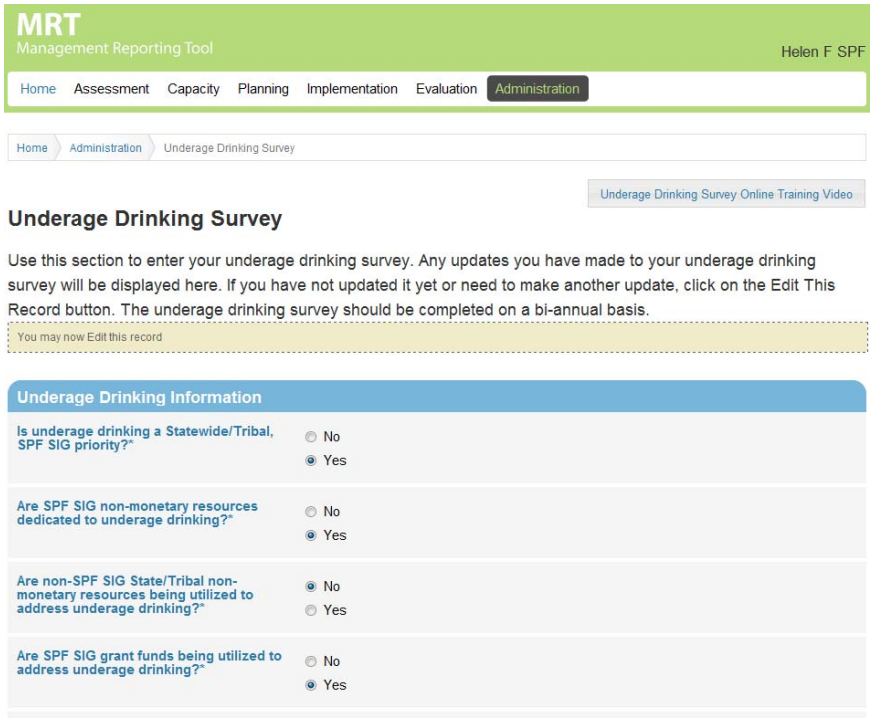
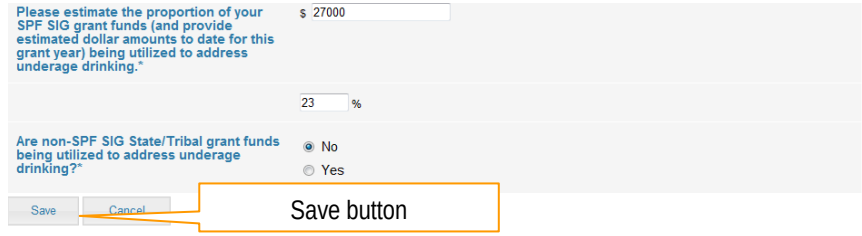
4. Use the radio buttons to answer each question:
   -Is underage drinking a Statewide/Tribal, SPF SIG priority?
   -Are SPF SIG non-monetary resources dedicated to underage drinking?
   -Are non-SPF SIG State/Tribal non-monetary resources being utilized to address underage drinking?
   -Are SPF SIG grant funds being utilized to address underage drinking?


MRT
Management Reporting Tool
Helen F SPF
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Administration
Underage Drinking Survey
Underage Drinking Survey Online Training Video
Underage Drinking Survey
Use this section to enter your underage drinking survey. Any updates you have made to your underage drinking survey will be displayed here. If you have not updated it yet or need to make another update, click on the Edit This Record button. The underage drinking survey should be completed on a bi-annual basis.
You may now Edit this record
Underage Drinking Information
Is underage drinking a Statewide/Tribal, SPF SIG priority?*
No
Yes
Are SPF SIG non-monetary resources dedicated to underage drinking?*
No
Yes
Are non-SPF SIG State/Tribal non-monetary resources being utilized to address underage drinking?*
No
Yes
Are SPF SIG grant funds being utilized to address underage drinking?*
No
Yes

Sample screenshot displaying the Underage Drinking Survey Edit Form – this is a partial screenshot

5. Estimate your SPF SIG grant funds in the $ text box and % text box.
6. Use the radio buttons to answer the question:
   -Are non-SPF SIG State/Tribal grant funds being utilized to address underage drinking?
7. Click the Save (Save) button.
   *Note: Click the Cancel (Cancel) button to cancel this entry.


Please estimate the proportion of your SPF SIG grant funds (and provide estimated dollar amounts to date for this grant year) being utilized to address underage drinking.*
$ 27000
23 %
Are non-SPF SIG State/Tribal grant funds being utilized to address underage drinking?*
No
Yes
Save
Cancel
Save button

Sample screenshot displaying the Underage Drinking Survey Edit Form – this is a partial screenshot

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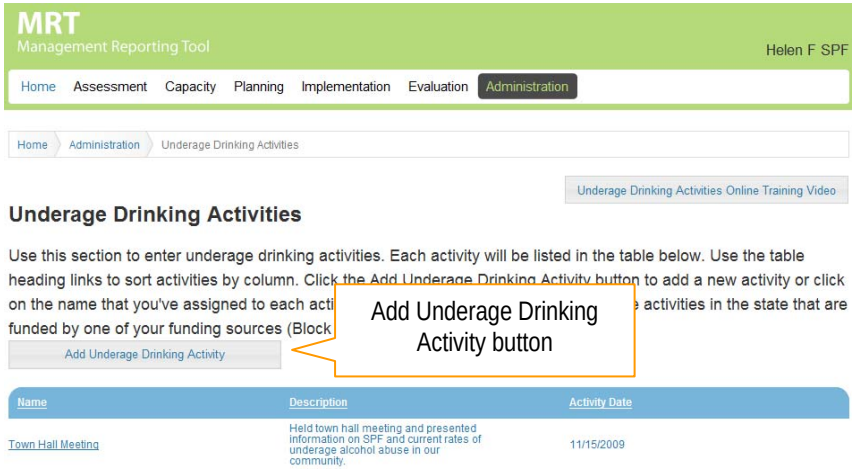
Underage Drinking Activities

The Underage Drinking Activities module allows the user to add all of the activities in the State that are funded by one (1) of your funding sources (Block or SPF SIG funds)

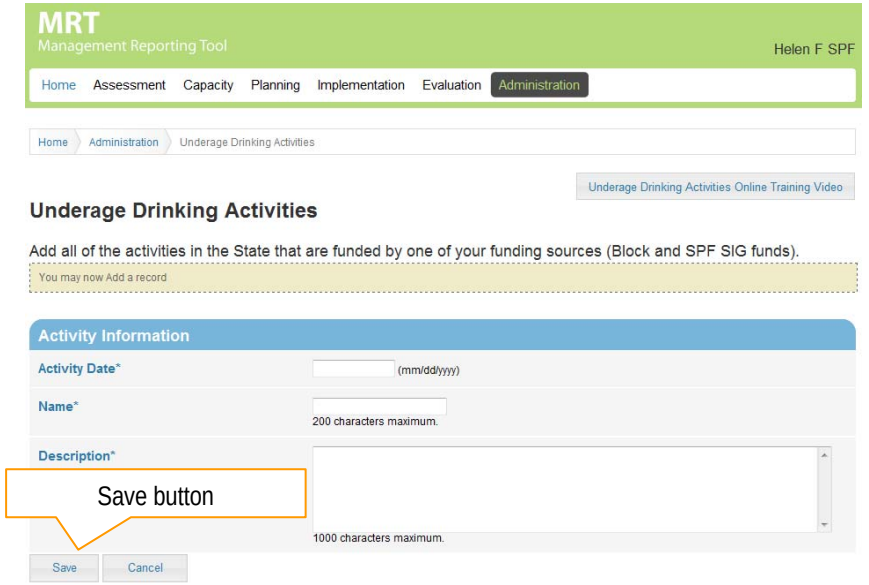
Adding an Underage Drinking Activity

1. Click **Administration** from the Menu.
2. Click **Underage Drinking Survey** from the Administration Landing Page.
3. Click the Add Underage Drinking Activity (**Add Underage Drinking Activity**) button.


MRT
Management Reporting Tool
Helen F SPF
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Administration
Underage Drinking Activities
Underage Drinking Activities Online Training Video
Underage Drinking Activities
Use this section to enter underage drinking activities. Each activity will be listed in the table below. Use the table heading links to sort activities by column. Click the Add Underage Drinking Activity button to add a new activity or click on the name that you've assigned to each acti
activities in the state that are funded by one of your funding sources (Block
Add Underage Drinking Activity
Add Underage Drinking Activity button
Name
Description
Activity Date
Town Hall Meeting
Held town hall meeting and presented information on SPF and current rates of underage alcohol abuse in our community.
11/15/2009

Sample screenshot displaying the Underage Drinking Activities Listing Page

4. Enter the date the activity occurred in the **Activity Date*** text box as mm/dd/yyyy or use the Calendar feature to select the date. (See the Calendar Feature section for additional details.)
5. Enter a name for the activity in the **Name*** text box.
6. Enter details about the activity in the **Description*** text box.
7. Click the Save (**Save**) button.
   ***Note**: Click the Cancel (**Cancel**) button to cancel this entry.



Screenshot displaying the Underage Drinking Activities Edit Form

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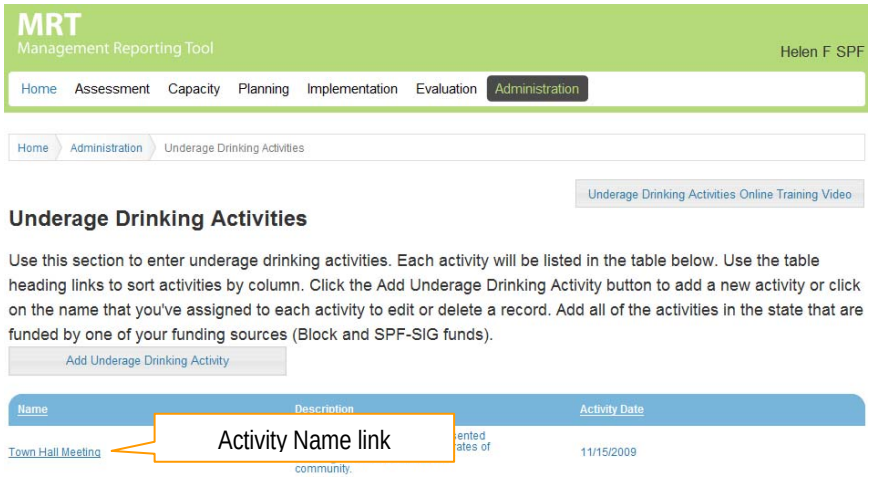
Editing an Underage Drinking Activity

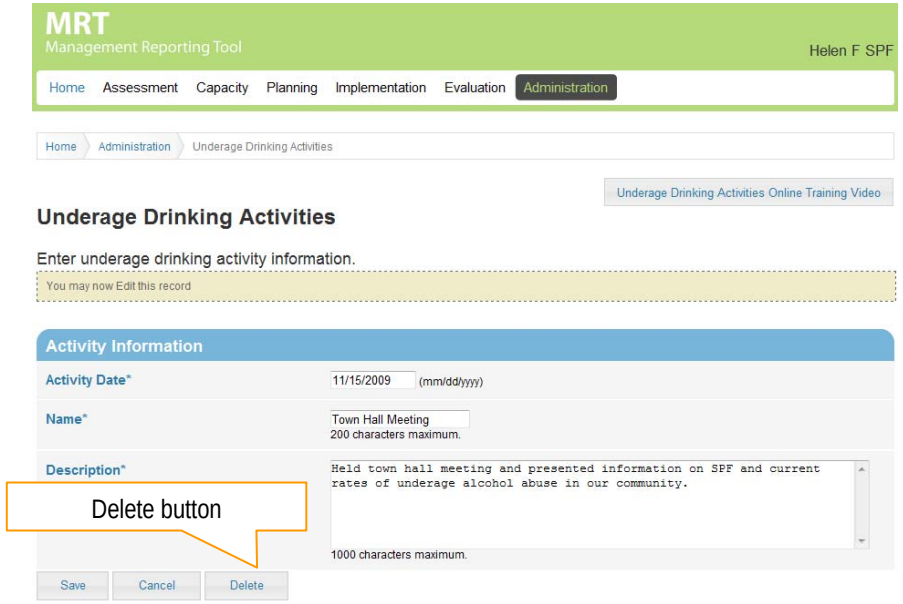
1. Click **Administration** from the Menu.
2. Click **Underage Drinking Survey** from the Administration Landing Page.
3. From the Listing Page, select the underage drinking activity you wish to edit by clicking the appropriate activity Name.
4. Make any changes needed to the form.
5. Click the Save (**Save**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.


MRT
Management Reporting Tool
Helen F SPF
Home
Assessment
Capacity
Planning
Implementation
Evaluation
Administration
Home
Administration
Underage Drinking Activities
Underage Drinking Activities Online Training Video
Underage Drinking Activities
Use this section to enter underage drinking activities. Each activity will be listed in the table below. Use the table heading links to sort activities by column. Click the Add Underage Drinking Activity button to add a new activity or click on the name that you've assigned to each activity to edit or delete a record. Add all of the activities in the state that are funded by one of your funding sources (Block and SPF-SIG funds).
Add Underage Drinking Activity
Name
Description
Activity Date
Town Hall Meeting
Activity Name link
11/15/2009
community.

Sample screenshot displaying the Underage Drinking Activities Listing Page

Deleting an Underage Drinking Activity

1. Click **Administration** from the Menu.
2. Click **Underage Drinking Survey** from the Administration Landing Page.
3. From the Listing Page, select the underage drinking activity you wish to edit by clicking the appropriate activity Name.
4. Click the Delete (**Delete**) button.
   *Note: Click the Cancel (**Cancel**) button to cancel this entry.
5. The record will be removed from the grid.



Sample screenshot displaying the Underage Drinking Activities Edit Form

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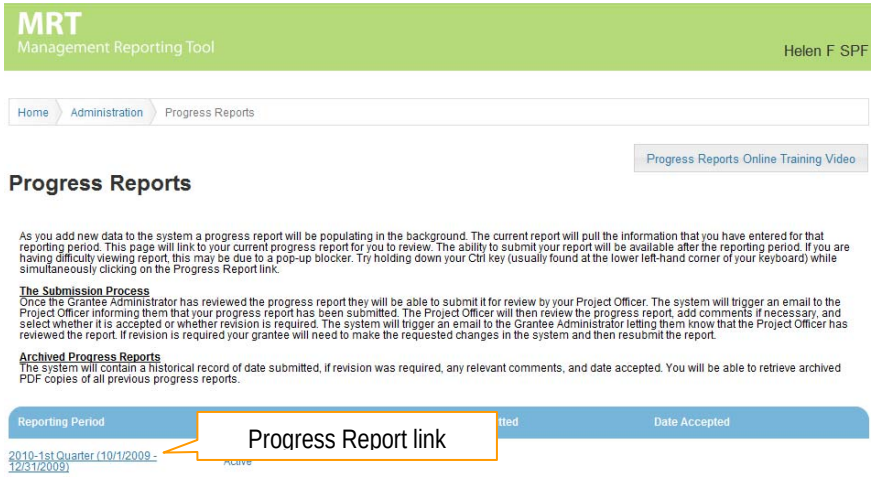
Progress Report

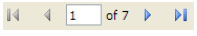
The Progress Report module allows the user to view and submit the quarterly progress report. As you add new data to the system, a progress report will be populating in the background. The current report will pull the information that you have entered for that reporting period.

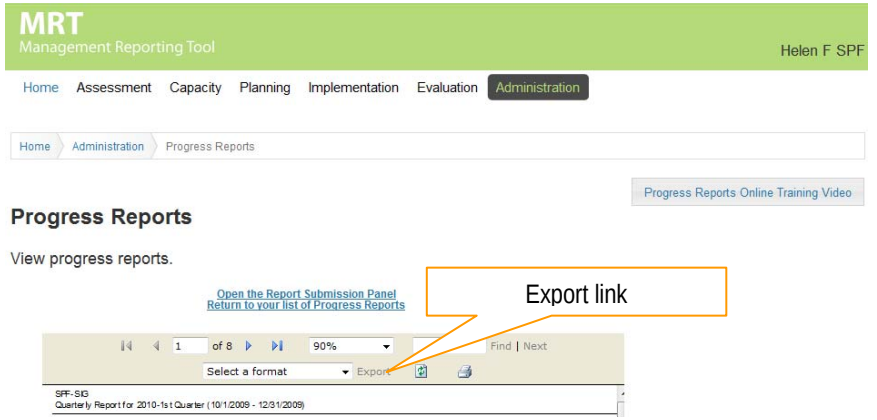
Viewing the Progress Report

1. Click **Administration** from the Menu.
2. Click **Progress Report** from the Administration Landing Page.
3. Click the appropriate reporting period link to open the progress report for viewing.
4. A new window will open displaying the progress report.


MRT
Management Reporting Tool
Helen F SPF
Home
Administration
Progress Reports
Progress Reports Online Training Video
Progress Reports
As you add new data to the system a progress report will be populating in the background. The current report will pull the information that you have entered for that reporting period. This page will link to your current progress report for you to review. The ability to submit your report will be available after the reporting period. If you are having difficulty viewing report, this may be due to a pop-up blocker. Try holding down your Ctrl key (usually found at the lower left-hand corner of your keyboard) while simultaneously clicking on the Progress Report link.
The Submission Process
Once the Grantee Administrator has reviewed the progress report they will be able to submit it for review by your Project Officer. The system will trigger an email to the Project Officer informing them that your progress report has been submitted. The Project Officer will then review the progress report, add comments if necessary, and select whether it is accepted or whether revision is required. The system will trigger an email to the Grantee Administrator letting them know that the Project Officer has reviewed the report. If revision is required your grantee will need to make the requested changes in the system and then resubmit the report.
Archived Progress Reports
The system will contain a historical record of date submitted, if revision was required, any relevant comments, and date accepted. You will be able to retrieve archived PDF copies of all previous progress reports.
Reporting Period
Date Accepted
2010-1st Quarter (10/1/2009 - 12/31/2009)
Progress Report link

Sample screenshot displaying the Progress Report Listing Page

5. Click the  (arrows) to maneuver to other pages in the report.
   a. To move to a specific page within the report, type a page number into the text box and click the **Enter** button on your keyboard.
6. The dropdown menu can be used to change the level of magnification of the report.
7. To find a specific word or phrase, enter it into the **Find** text box and click the Find (**Find**) link.
   a. Click the Next (**Next**) link to be taken to the next instance of the word or phrase.
8. To print or save the report you will have to download the report.
   a. To download the report, select the type of file you want from the **Select a format** dropdown menu and click the Export (**Export**) link.



Sample screenshot displaying a Progress Report view screen – this is a partial screenshot

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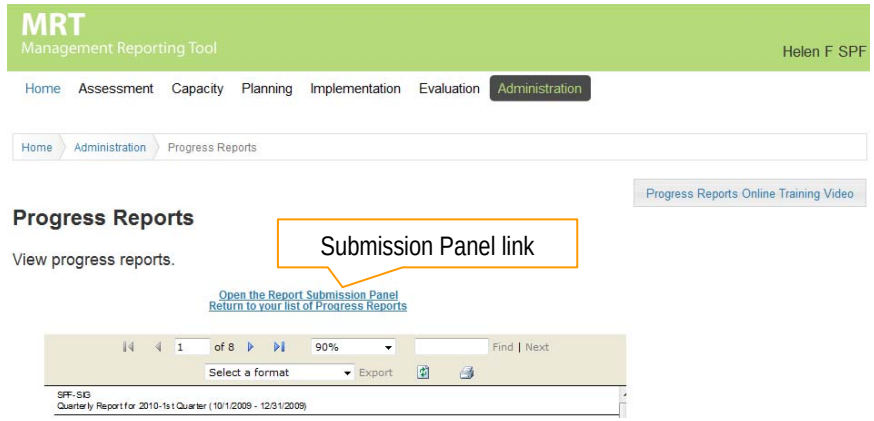
Submitting the Progress Report

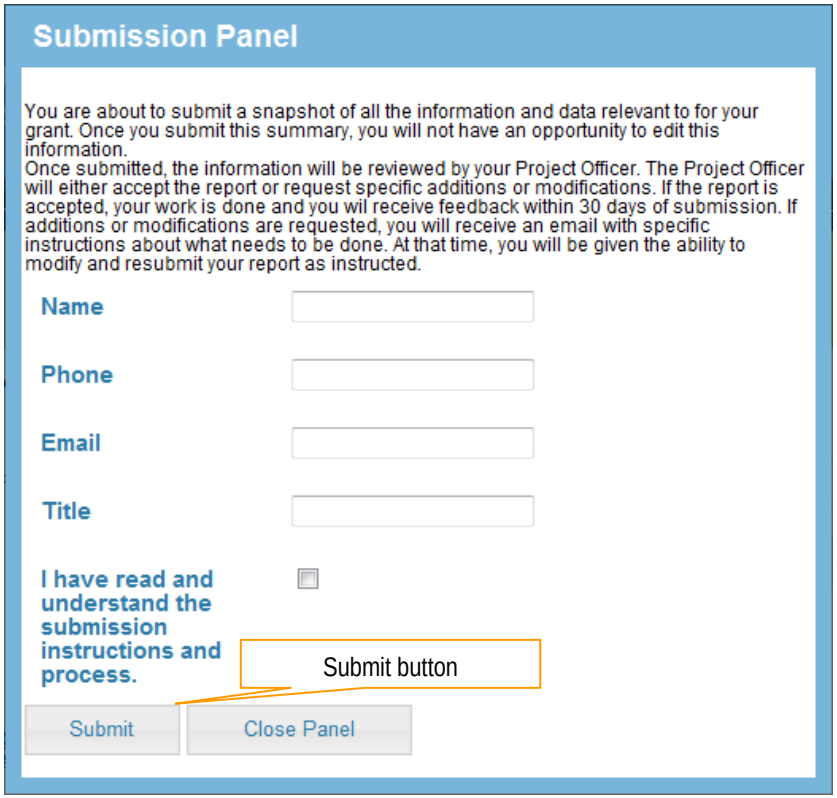
1. Click **Administration** from the Menu.
2. Click **Progress Report** from the Administration Landing Page.
3. Click the appropriate reporting period link to open the progress report.
4. A new window will open displaying the progress report.
5. Click the Open the Report Submission Panel (**Open the Report Submission Panel**) link.



Sample screenshot displaying a Progress Report view screen – this is a partial screenshot

6. Enter the contact information of the person submitting the report in the following fields: **Name**, **Phone**, **Email**, and **Title**.
7. Use the **I have read**… checkbox to indicate you understand the submission process.
8. Click the Submit (**Submit**) button to submit the report.
   *Note: Click the Close Panel (**Close Panel**) button to cancel the submission.

*Note: Once the Submit (**Submit**) button is selected, an email will be sent to the Contact person specified as well as the Project Officer of the Grant.


Submission Panel
You are about to submit a snapshot of all the information and data relevant to for your grant. Once you submit this summary, you will not have an opportunity to edit this information.
Once submitted, the information will be reviewed by your Project Officer. The Project Officer will either accept the report or request specific additions or modifications. If the report is accepted, your work is done and you wil receive feedback within 30 days of submission. If additions or modifications are requested, you will receive an email with specific instructions about what needs to be done. At that time, you will be given the ability to modify and resubmit your report as instructed.
Name
Phone
Email
Title
I have read and understand the submission instructions and process.
Submit button
Submit
Close Panel

Screenshot displaying the Submission Panel

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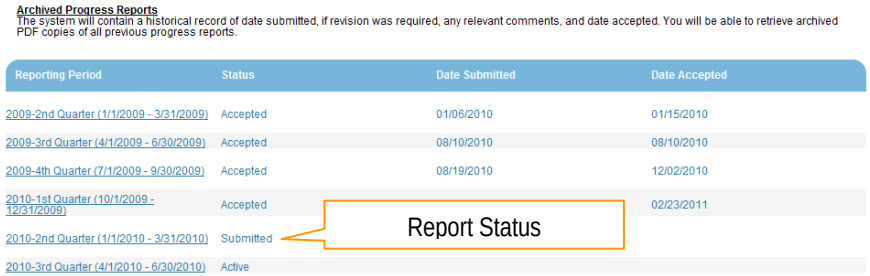
9. The progress report **Status** will change to ***Submitted***. The **Date Submitted** column will populate with the date the report was sent to the Project Officer and a new link to the next progress report will appear.



Sample screenshot displaying a submitted report on the Progress Report Listing Page – this is a partial screenshot

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